

JASPER COUNTY PUBLIC LIBRARY

BOARD MINUTES - 1995

1.00
0.00
0.00
0.00

AGCO



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

Board Members

Phone

Term Expires

Appointed By

President:

Robert Souza

[REDACTED]

[REDACTED]

December 31, 1997

County Council

Vice-President:

Anne-Marie Egan

[REDACTED]

[REDACTED]

May 9, 1997

Rensselaer Central
School Board

Secretary:

Barbara Leestma

[REDACTED]

[REDACTED]

December 31, 1998

Co. Commissioners

Treasurer:

Wilbur D. Doty

[REDACTED]

[REDACTED]

August 2, 1999

Pres.-KV & West
Central School Boards

Marge Hohner

[REDACTED]

[REDACTED]

June 30, 1996

County Council

Mary S. Duggleby

[REDACTED]

[REDACTED]

December 31, 1999

County Commissioners

Mary Linda Casey

[REDACTED]

[REDACTED]

May 9, 1998

Rensselaer Central
School Board

JASPER COUNTY PUBLIC LIBRARY

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Telephone</u>
BACHMAN, Carol	T.S. Library Spec. 2 - R			
BEEDLE, Marlene	Library Asst. 1 - D			
BEEVER, Yvonne	Tech. Services Librarian-R			
BELSTRA, Courtney	Page - D			
BROWN, Amy	Page - R			
BROWN, Glenda	Ref. Library Specialist I-R			
CARDEN, Rebecca	Youth Services Specialist - R			
CARR, Renee	Library Asst. 2- D			
DAUGHERTY, Lynn	Library Director			
DELGER, Kim	Circ. Clerk - D			
EIERMAN, Paulette	Library Asst. 2 - WH			
EISELE, Julie	Library Asst. - R			
FAGEN, Charlotte	Children's Specialist 2 - D			
GATLIN, Molly	Page-D			
HEEKE, Michelle	Agency Librarian - R			
HOPP, Heather	Page-R			
HOWARD, Rose	Janitor - D & W			
JUNG, Gail	Bus. Manager/Adm. Asst-R			
MARCH, Angela	Page - D			
MOODY, Diana	Agency Librarian-W			
KOPANDA, Joan	Library Assistant 2 - D			
KROS, Diane	Library Specialist 2- W			
LEWIS, Sharon	Clerk/Page - R			
LOEHRER, Karen	Public Serv./Childr. Asst 2-R			
POWELL, Bonnie	Library Assistant 1 - R			
PRATT, Annette	Circ. Clerk-R			
PRICE, Sandra	Page - R (Work-Study Prog.)			
RUSHER, Lisa	Circ. Clerk-R			
SCHULENBERG, Sharon	Spec. Services Librarian-R			
SPURGEON, Eileen	T.S. Clerk - R			
STALBAUM, Lynn	Page - W			
STANDISH, Jack	Janitor/Maintenance			
TACHTIRIS, Jill	Ref. Library Specialist I - D			
WALING, Elaine	Page - R			
WEBSTER, Rachael	Clerk - D			
WHITED, Amber	Library Assistant 1 - W			
WOODS, Margaret	T.S. Library Assistant 2			
YORK, Leanne	Agency Librarian - D			

Board Meeting Dates
1995

Monday, 7:00 PM

January 16 (third Monday)

February 13

March 13

April 10

May 8

June 12

July 10 (Budget approved for advertising)

August 14 (Regular meeting + Budget hearing)

August 28 (to pass budget only)

September 11

October 9 (at DeMotte)

November 13 (at Wheatfield)

December 18 (third Monday)

11/94

1995 Budget

	1995	% of Total Budget
1 PERSONAL SERVICES		
1.1 Salaries and wages		
1.11 Salary of librarian	\$38,730	
1.12 Salary of Assistants	\$381,564	
1.13 Wages of Janitor	\$26,819	
1.2 Employee benefits		
1.21 Employer: FICA	\$34,141	
1.22 Unemployment Comp	\$1,240	
1.23 Employer: PERF	\$23,218	
1.24 Employer: Group Insur.	\$16,320	
1.3 Other personal services		
1.31 Other personal services	\$1,500	
Total Personal Services	\$523,531	55%
2 SUPPLIES		
2.1 Office supplies		
2.11 Official records	\$950	
2.12 Stationery/printing	\$600	
2.13 Other office supplies	\$4,500	
2.2 Operating supplies		
2.21 Cleaning/sanitation	\$4,000	
2.22 Fuel/oil/lubricants	\$20	
2.23 Other operating supplies	\$2,800	
2.3 Repair/maintenance supplies		
2.31 Building materials	\$650	
2.32 Painting supplies	\$200	
2.33 Repair parts	\$300	
2.4 Other supplies		
2.41 Library supplies	\$4,000	
2.42 Automation supplies	\$5,000	
Total Supplies	\$23,020	2%
3 OTHER SERVICES/CHARGES		
3.1 Professional services		
3.11 Consulting services	\$0	
3.12 Engineer/Arch Services	\$500	
3.13 Legal services	\$2,500	
3.14 Other profess. services	\$500	

3.2 Communication/Transportation		
3.21	Telephone	\$25,000
3.22	Postage	\$7,500
3.23	Traveling expenses	\$4,000
3.24	Professional mtgs	\$6,000
3.25	Freight/Express	\$50
3.3 Printing/Advertising		
3.31	Adv/Public. of notices	\$500
3.32	Printing (not offc. supply)	\$500
3.4 Insurance		
3.41	Official bonds	\$250
3.42	Other insurance	\$18,000
3.5 Utility services		
3.51	Gas	\$27,000
3.52	Electricity	\$57,000
3.53	Water	\$1,600
3.54	Waste disposal service	\$3,200
3.6 Repairs/maintenance		
3.61	Bldgs/Structures	\$16,000
3.62	Equipment	\$4,000
3.7 Rentals		
3.71	Real estate	
3.72	Equipment	\$250
3.91	Dues	\$1,800
3.92	Interest on loans	
3.93	Taxes/Assessments	
3.94	Transfer to LIRF	\$6,000
3.95	Service contracts	\$10,000
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$250
3.98	Maintenance contracts	\$35,000
Total Other Services/Charges		\$227,520 24%
4 CAPITAL OUTLAYS		
4.1	Land	
4.2	Buildings	
4.3	Improvements	\$3,000
4.4	Furniture/equipment	\$12,000
4.5 Other capital outlays		
4.51	Books	\$113,000
4.52	Periodicals,newspapers	\$35,000
4.53	Nonprint materials	\$17,000
Total Capital Outlays		\$180,000 19%
FUND TOTAL		\$954,071

JAN.

AGENDA

**Jasper County Public Library Board of Trustees
Tuesday, January 17, 1995
Rensselaer
7:00 PM**

Monthly Meeting

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format, including requested changes to consent agenda

Purpose

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 3)
- D. Approval of workshop attendance (R 25)
- E. Approval of annual accounting practices

General Business

- A. Rensselaer Librarian: Annual report
- B. Board committee appointments
- C. Policy committee report: Board Code of Ethics and General Library Policy (R 5-R 12)
- D. Officers' and Directors' Liability Insurance (R 13)
- E. Capturing a Vision of the Future (R 15-R17)

Information

Information

Action

Action

Discussion

Director's Report (R 25 - R 27)

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

**JASPER COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Minutes.....December 20, 1994
DeMotte Library 7:00 PM

Present: Wilbur Doty, Robert Souza, Miriam Lawyer, Marge Hohner, Anne-Marie Egan.
Absent: Mary Linda Casey and Barbara Leestma.

An Executive Session was called to order by the President, W. Doty, at 7:30 PM. The regular board meeting convened immediately afterward.

1. **AGENDAS:** Item D, 1994 Encumbrances, was removed from the Consent Agenda and replaced with the Line Item Appropriation Transfers Within an Appropriation. A.M. Egan moved to approve the Agenda and the Consent Agenda as amended. M. Lawyer seconded the motion. Motion passed.

2. **DEMOTTE ANNUAL REPORT:** Leanne York, DeMotte Agency Librarian gave a thorough update on the accomplishments at their library during the past year. The Board commended the DeMotte Staff on the great variety of programming they provide and for a job well done.

3. **ELECTION OF OFFICERS:** The nominating committee presented the 1995 Slate of Officers: R. Souza as President, A.M. Egan as Vice-president, B. Leestma as Secretary, and W. Doty as Treasurer. There were no nominations from the floor. M. Lawyer made a motion to accept the slate of officers for 1995. M. Hohner seconded. Vote was unanimous.

4. **HEALTH INSURANCE:** A.M. Egan made a motion to accept the Budget Committee's recommendation for the library to pay \$80 a month toward an employee's health insurance policy. W. Doty seconded the motion. All were in favor.

5. **DIRECTOR'S SALARY:** M. Lawyer moved to increase the Director's salary by approximately 3% to \$38,734.18 for 1995, seconded by A.M. Egan. Motion passed.

6. **1995 BUDGET:** M. Lawyer moved to approve a 1995 Budget of \$954,071. A.M. Egan seconded. After discussing the budget, a vote was taken resulting in 4 yes, and one no. Motion passed.

7. **AGENDA FORMAT:** The Board voted to continue to use the agenda and consent agenda format as suggested at the Dan Cain Workshop on a motion by M. Hohner, seconded by A.M. Egan. Motion approved. R. Souza asked to have the minutes also included in the monthly packets.

8. **BOARD DEVELOPMENT:** At the February Board Meeting the Board will allow time to listen and discuss one of the Dan Cain tapes. M. Hohner will make the first selection.

9. **BUILDING PROBLEMS:** We are still waiting for a check from Ira C. Mast & Sons, Inc. for their portion of the owner-incurred expenses as a result of the Rensselaer and DeMotte building problems. We are in receipt of the other three; however, our lawyer suggested to deposit them only after all are received. The other issues are being addressed and our lawyer has asked for completion dates from each party involved.

The meeting concluded on a motion to adjourn by M. Lawyer, seconded by R.Souza, at 9:25 PM.

Margaret Hohner
Attest: Margaret Hohner, Secretary

Wilbur Doty, President

MEMORANDUM

Library Board Code of Ethics

Summary: The Policy Committee recommends the adoption of the attached Code of Ethics. This is a completely new JCPL policy. It is taken from the suggested code of ethics found in your manual In the Public Trust (p. 3). A few statements are borrowed from other codes of ethics.

Next Step(s). The Board needs to discuss and revise or approve as written the attached Code of Ethics.

Vote: To adopt the Library Board Code of Ethics as presented by the Policy Committee.

Library Board Code of Ethics

As a member of the library board I will:

- listen carefully to other board members, respecting their opinions and supporting majority decisions of the board.
- recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- keep well-informed of developments that are relevant to issues that may come before the board and call to the board's attention any issues I believe will have an effect on the library.
- participate actively in all meetings of the board, committees and task forces on which I serve, having read the agenda and all background support material.
- attempt to interpret the needs of the whole community (not a particular area or group) to the library and interpret the library to the community in a positive and supportive manner at all times and in all places.
- refer complaints about the library to the proper level on the chain of command.
- recognize that the board member's job is to ensure that the library is well-managed, not to manage the library. To this end I will vote to hire the best possible person to manage our library.
- do my best to ensure that the library is well maintained, financially secure, growing and always operating in the best interests of the community.
- work to learn more about the board member's job and how to do the job better.
- declare any conflict of interests between my personal life and my position on the library board and avoid voting on issues that appear to be a conflict of interests.
- be prepared to support to the fullest the efforts of the library in resisting censorship of library materials by groups or individuals.

As a member of the library board I will not:

- be critical, in or outside of the board meeting, of fellow board members or their opinions.
- use any part of the library for my personal advantage or the personal advantage of my friends or relatives.
- discuss the confidential proceedings of the board outside the board meeting.
- promise prior to a meeting how I will vote on any issue in the meeting.
- interfere with the duties of the director or undermine the director's authority.

12/94 draft

MEMORANDUM

General Library Policy

Summary: The Policy Committee recommends the adoption of the attached Mission Statement, General Policy Statement, and Role Statement (R 11). The mission statement was adopted previously. The General Policy Statement is a rewording of the first sentence of our old Policy Statement (R12). The Role Statement is new.

Next Step(s). The Board needs to discuss and revise or approve as written the attached statements.

Vote: To adopt the General Policy Statement and Role Statement as presented by the Policy Committee.

Jasper County Public Library

Mission Statement

The Library is a resource for information and personal recreation.

General Policy Statement

The Jasper County Public Library is a public service agency which attempts to meet the informational, recreational, educational and cultural needs of *all* the district's residents, regardless of age or formal schooling. The JCPL District includes all of Jasper County, except Remington and Carpenter Township.

Role

The Library provides district residents with easy in-house access to the most-wanted print and non-print materials, as defined by public demand and professional assessment of future needs. It provides rapid access to lesser-used materials not held in-house.

The Library offers easily-accessed facilities providing convenient hours and adequate space for materials, for programming, and for quiet study.

The Library provides public service programs that meet the varied needs and wants of its district residents, both present users and non-users.

To encourage and assist district residents to make full use of the library's materials, programs, and facilities, the Library employs competent, creative and well-educated staff. The Library fosters staff development by providing for creative challenges, involvement, , financial remuneration and personal growth.

The Library endeavors to secure the funding to provide quality library service to the entire library community by whatever productive methods are necessary to reach it.

The Library enters into cooperative ventures with other libraries to provide better library service to its district's residents.

12/94 (draft)

Present Policy

JASPER COUNTY PUBLIC LIBRARY GENERAL POLICY STATEMENT

The Jasper County Public Library is a county institution that attempts to meet the informational, cultural, recreational, and educational needs of all of the district's residents, regardless of age or formal schooling. The Jasper County Public Library District consists of all of Jasper County, with the exception of Remington and Carpenter Township.

ROLE OF THE JASPER COUNTY PUBLIC LIBRARY

- A. The Library assembles, preserves, organizes, and offers guidance in the use of printed and audio-visual materials that enable Jasper County residents to:
 - 1. Find reliable and current information and keep pace with significant ideas and with progress in all fields of knowledge.
 - 2. Become more familiar with their cultural heritage and with the history and literary heritage of Jasper County and Indiana.
 - 3. Supplement formal study and encourage informal self-education.
 - 4. Become more enlightened citizens.
 - 5. Become more capable in their occupations.
 - 6. Develop their creative capacities and increase their appreciation of the arts, literature, and sciences.
 - 7. Promote personal and social well-being through and enjoyment of reading.
- B. The library sponsors and co-sponsors programs that help fulfill the above aims.
- C. The library enters into cooperative ventures with other libraries to provide better library service to Jasper County residents.

MEMORANDUM

Directors' and Officers' Liability Insurance

Summary: I have obtained two quotations on this insurance and will bring a recommendation to board meeting for adoption of one of these.

Discussion: The Public Library Quarterly, Vol. 13, No. 2, 1993, states that

"Errors and Omissions or Public Officials and Employees Liability Insurance should be considered a must for libraries. It is also one of the most difficult types of coverage to obtain today, and one of the most expensive due to a rising number of related liability suits.

"Errors and omissions coverage pays for legal defense and any court costs or penalties arising from suits brought against you, your library employees, or library board members for acts or failures to act in situations that are not ordinarily covered by your other insurance policies.

"Generally, the other insurance policies do not cover such issues as liability claims and legal defense costs arising, for example, out of the circulation of library materials or answers given to reference questions, or personnel practices (hiring, firing, discriminatory actions of one kind or another)."

Our attorneys have also recommended that we have such a policy. Almost all libraries I polled recently have this insurance.

The quotes I have received are for \$2440 and \$3800. I am currently determining what differences in coverage exist between the two policies. I hope to have a recommendation for you at the board meeting.

Vote: To accept the quotation offered by _____ for Directors' and Officers' Liability Insurance, with annual premiums in the amount of \$_____.

*We cannot
change unless
we survive
but we will not
survive
unless we
change*

Facing the Challenges of Change

Bibliography

Belasco, James A. Teaching the Elephant to Dance: Empowering Change in Your Organization. Crown, 1990.

Kurzweil, Raymond, "The Future of Libraries Part 1: The Technology of the Book," Library Journal, January, 1992, pp. 80-82.

Kurzweil, Raymond, "The Future of Libraries Part 2: The End of Books," Library Journal, February 15, 1992, pp. 140-141.

Kurzweil, Raymond, "The Future of Libraries Part 3: The Virtual Library," Library Journal, March 15, 1992, pp. 63-64.

*Lande, Nathaniel, "Toward the Electronic Book," Publishers Weekly, September 20, 1991, pp. 28-30.

Lesko, Matthew, "In Our Information Society, Why Isn't the Public Library the Most Important Building in Our Community?" Public Libraries, March-April, 1992, pp. 85-87

Robinson, Charles, "The Public Library Vanishes," Library Journal, March 15, 1992, pp. 51-54.

Seiler, Lauren and Suprenant, "When We Get the Libraries We Want, Will We Want the Libraries We Get?" Wilson Library Bulletin, June 1991, pp. 29-31, 152, 157.

Prepared by Jane Raifsnider

Facing the Challenges of Change
ILF Annual Conference, April 24, 1992

Capturing the Vision

Bizarro



The age of technology is making urgent demands on libraries to change.

I hope you enjoy the accompanying cartoon which I thought was quite relevant to this topic.

The latest issue of Indiana Libraries which you each received about a week ago has an article entitled *Capturing the Vision of the Future* by William Plater, Executive Vice Chancellor and Dean of Faculties at IU-PUI. It discusses what impact the age of technology must have on our public libraries. Anne-Marie was very impressed with this article and asked that we reserve time at the Board meeting to discuss some of its ideas.

Because the article is long and the terminology sometimes difficult, I thought it might help if I outlined the portion of it which Anne-Marie would particularly like to discuss.

Plater lists four actions he feels public libraries must take to change ourselves "into the library and librarians of the future."

1.

Every librarian is obligated to understand as much as possible about the electronic world that is evolving and to become an expert in explaining to others what is happening.

2.

Every library has an obligation to ensure that libraries continue to be physical *places* where people gather "because no other place has been so successful as a multi-generational, interdenominational, cross-cultural, apolitical, community-based gathering spot for people to interact."

We must take aggressive steps to attract people to use the *building* in ways that meet real needs even as the need decreases to come to the *building* for copies of

books, magazines, films and other materials, even as material becomes readily available via electronic means.

3.

"The initial electronic connection may be as simple as a modem linked to the Internet, but by this time next year, there should be no library in this state that is not connected to the Internet in a way that patrons can effectively and purposefully use. Every public library in Indiana must serve as the gateway to worldwide electronic resources. Moreover, every library must have an adequate number of trained people to serve as mentors and guides.....Even if you have to reduce or to forgo the purchase of materials for months or a year to acquire electronic access, then you should."

The author sees libraries as local gathering spots for access to technology and for help in using the electronic information resources. We should become focal points for life-long learning that connects people with information, with each other, and with the very means of learning.

4.

"Libraries in the state are going to have to recognize that their primary mission is customer service and, therefore, that they will have to provide services that customers or patrons want even if the library cannot afford them and the staff may even not want them..... We are going to have to learn how to charge for our services."

"Every public library must provide some services free. Nothing less than our democratic society depends on this concept of a basic right to access to information as a public good. The library of the future may be the most important social structure for ensuring a free society because some -- indeed, most -- information will be available only to those who have access to the technology. Our libraries must take whatever steps are necessary to provide this access -- no matter how difficult or how limited -- to any citizen."

He suggests that we must find a way to subsidize everything up to the point of charging for *commercial* databases (LEXIS/NEXIS, for example) and we must keep free the connections to America's *public* resources, such as the proposed National Digital Library.

He goes on to suggest that we must be willing to provide services to patrons outside the library itself - in their home, in their businesses or governmental agencies. Much of this service will be by electronic means. Most of these services will have a user fee attached.

The author notes that these changes will not be easy for us. "We will be asked simultaneously to guarantee unfettered, uncensored, unregulated, and free access while protecting community standards of public decency, intellectual property rights, and fiscal integrity." We will have copyright controversies, censorship controversies, and have to make tough decisions about charging for certain aspects of the new technology.

The full text of the article is found on pages 3-14 of Indiana Libraries, vol. 13, no.2, 1994.

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM			
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION			
	V	T	V	T		V	T	V	T		V	T	V	T					
	O	I	O	I		O	I	O	I		O	I	O	I					
	L	T	L	T		L	T	L	T		L	T	L	T					
	U	L	U	L		U	L	U	L		U	L	U	L					
	M	E	M	E		M	E	M	E		M	E	M	E					
	E	S	E	S		E	S	E	S		E	S	E	S					
December 1994			S			S		S			S		S						
XX																			
ADULT BOOKS																			
Fiction	8	7			1582	49	48			2149	24	23			708	4439			
Nonfiction	35	26			1210	78	61			1362	36	25	18	15	564	3136			
CHILDREN'S BKS																			
Fiction	45	44			1654	48	48			1650	19	19			604	3908			
Nonfiction	18	18			489	5	5			577	4	4			196	1262			
MAGAZINES, ADT																			
MAGAZINES, CH					709					365					268	1342			
					25					19					23	67			
GRAPHIC MAT'L																			
										20					13	33			
MICROFORMS																			
																0			
SOUND RE/ADULT					311	2	2			444			3	2	266	1021			
SOUND REC., CH					42	5	5			92					34	168			
CD ROM SOFTWR						1	1				2	2				0			
SOFTWARE																0			
VERTICAL FILE					74	59	59			210					0	284			
VHS					490	10	10			845					535	1870			
EQUIPMENT										1					0	1			
TOTAL	106	95	0	0	6586	257	239	0	0	7734	85	73	21	17	3211	17531			
XX																			
PERCENT INCREASE/DECREASE					-9.8%					-0.4%					-3.0%				
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD				
Total Materials Owned					30316					45512					22965				
Total Titles Owned					29731					41013					20932				
Daily Avg Circulation					274					322					134				
XX																			
MONTHLY SYSTEM STATISTICS					1993					1994					% change				
Circulation					18382					17531					-5%				
Jan. to date circulation					255434					259296					2%				

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
December 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4898	5237	2034	12169
Added this month	146	170	47	363
Withdrew this month	75	108	8	191
Total registered	4969	5299	2073	12341
Non-resident, paying	31	38	0	69
PLAC card users	0	4	0	4
Reciprocal borrowers	124	57	5	186
XX				
INTRALIBRARY LOANS FILLED	103	138	110	351
LOCAL HISTORY				
In person	2	12		14
Letters		2		2
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	9	121	25	155
Software used	9	132	28	169
VCR Use			1	1
Microforms		99		99
Other	5	12	1	18
XX				
INTERLIBRARY LOANS				
Requests made for:	26	55	9	90
Items rec'd for:	26	38	11	75
Items outstanding:	0	17	-2	15
Items from Indiana libraries	16	27	9	52
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
December 1994

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	853	13.8%	984	14.3%	380	12.6%	2217	13.8%
Adult Female (1)	3181	51.6%	3299	47.8%	1634	54.1%	8114	50.4%
Juvenile 0-11 (2)	927	15.0%	973	14.1%	475	15.7%	2375	14.8%
YA 12-17 (3)	575	9.3%	544	7.9%	304	10.1%	1423	8.8%
Nonresident No Fee (4)	138	2.2%	225	3.3%	15	0.5%	378	2.3%
Board/Staff (5)	225	3.6%	370	5.4%	214	7.1%	809	5.0%
School (6)	0	0.0%	86	1.2%	0	0.0%	86	0.5%
St. Joseph College (7)	0	0.0%	27	0.4%	0	0.0%	27	0.2%
State Library Card (8)	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Nonresident Fee (9)	38	0.6%	222	3.2%	0	0.0%	260	1.6%
Corporate (10)	0	0.0%	47	0.7%	0	0.0%	47	0.3%
Reciprocal (11)	231	3.7%	123	1.8%	0	0.0%	354	2.2%
Total	6168		6902		3022		16092	
Total items borrowed by nonresidents	407	6.6%	685	9.9%	15	0.5%	1107	6.9%

What circulated the most?

December 1994

At DeMotte:

Adult Fiction (943)
jE (picture books) (932)
Magazines (709)
VHS tapes (490)
600's (Applied Science) (359)

At Rensselaer:

Adult Fiction (1314)
jE (Picture books) (1036)
VHS tapes (845)
Free Reads (paperbacks) (583)
Magazines (365)

At Wheatfield:

VHS tapes (535)
jE (picture books) (437)
Adult Fiction (409)
Magazines (268)
Compact Discs (228)

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
December 1994

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	8		12	20
Number attending	172	17	133	322
YA Programs (14-17)				0
Number attending		27	3	30
Adult Programs	2	3	1	6
Number attending	10	78	9	97
Senior Citizen Programs				0
Number attending		63	5	68
TOTAL NO. OF PROGRAMS	10	3	13	26
TOTAL PERSONS ATTENDING	182	185	150	517

**ACCOUNTING PRACTICES
APPROVAL
FOR
1995**

Interest from the Operating Fund, LIRF and BIRF will be credited to the Operating Fund.

Interest from the Construction Fund will be credited to the Construction Fund.

The Board President will also hold the office of Assistant Board Treasurer and the Board Treasurer shall also hold the office of Assistant Board Secretary.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

The treasurer is authorized to pay bills when necessary between Board meetings. These bills will generally be utility bills and payroll checks.

Please add this item to your Consent Agenda for the January 17 meeting. A motion is needed to adopt these Accounting Practices for 1995 (as we have for the past two years).

CIRCULATION BY ITEM FINE CODE

November 1994

December

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	61	28	28	117
100 (1)	35	94	16	145
200 (2)	29	53	17	99
300 (3)	172	245	59	476
400 (4)	7	7	5	19
500 (5)	59	44	21	124
600 (6)	359	322	188	869
700 (7)	180	189	86	455
800 (8)	49	51	30	130
900 (9)	146	162	64	372
B (10)	86	128	39	253
j000 (11)	9	22	1	32
j100 (12)	6	11	0	17
j200 (13)	12	9	6	27
j300 (14)	53	73	12	138
j400 (15)	7	9	0	16
j500 (16)	124	141	32	297
j600 (17)	62	61	24	147
j700 (18)	112	137	17	266
j800 (19)	22	21	8	51
j900 (20)	54	74	51	179
jB (21)	28	19	45	92
FIC (22)	943	1314	409	2666
yaFIC (23)	21	62	13	96
LARGE PRINT (24)	61	58	23	142
jFIC (25)	228	346	91	665
jE (26)	932	1036	437	2405
jER (27)	312	102	46	460
Magazines (28)	709	365	268	1342
Games/Toys (29)	0	20	0	20
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	124	156	36	316
jCassettes (33)	37	89	28	154
Compact Discs (34)	186	275	228	689
jCompact Discs (35)	4	2	3	9
Sound Recordings (36)	1	13	2	16
jSound Recordings (37)	1	1	3	5
Software (38)	0	0	0	0
Vertical File (39)	74	210	0	284
Equipment (40)	0	1	0	1
yapFIC (41)	236	132	98	466
jpFIC (42)	182	166	30	378
Reference (43)	27	39	11	77
Genealogy (44)	0	0	0	0
jMagazines (45)	25	19	23	67
VHS (46)	490	845	535	1870
Free reads	321	583	165	1069
Puzzles			13	13
Talking books				0
TOTAL	6586	7734	3211	17531

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Dec 94

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	214031.25	147825.04	865519.82	298293.51	1001561.98	63562.78
101	PUBLIC LIBRARY ACCESS CARD	.00	.00	80.00	.00	113.54	.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2337.04	25.00	627.15	.00	970.81	2362.04
110.02	RENSSELAER GIFT FUND	1705.94	25.00	2623.42	12.92	2470.10	1718.02
110.03	WHEATFIELD GIFT FUND	664.28	133.60	342.05	83.60	295.68	714.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	209246.68	228953.91	634181.77	409367.60	735350.10	28832.99
130	LIRF FUND	16853.73	7000.00	7000.00	.00	792.00	23853.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	.00	200000.00	200000.00	.00	.00	200000.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	100000.00	100000.00	300000.00	100000.00	200000.00	100000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	.00	8279.46	8279.46	.00	.00	8279.46
180	CONSTRUCTION FUND	20313.34	.00	3835.06	4968.67	61549.64	15344.67
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	333.32	.00	.00	-401.98	-380.37	735.30
200.08	P.E.R.F.	1710.60	.00	.00	-872.43	-85.19	2583.03
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		567396.18	692242.01	2022488.73	811451.89	2002638.29	448186.30

{-----BANK BALANCES-----}
 DATE {31 Dec 94}

A1 {BANK ONE CHECKING	}	B1 {	40596.18}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	}	B2 {	15344.67}
A3 {CERTIFICATE OF DEPOSIT #3391	}	B3 {	100000.00}
A4 {FIRST OF AMERICA	}	B4 {	30115.11}
A5 {DEMOTTE STATE BANK	}	B5 {	37092.97}
A6 {INDIANA FEDERAL	}	B6 {	11494.89}
A7 {NBD BANK	}	B7 {	10619.31}
A8 {FIRST FEDERAL SAVINGS BANK	}	B8 {	2923.17}
A9 {CERTIFICATE OF DEPOSIT #3409	}	B9 {	200000.00}

TOTAL		B10{	448186.30}

YEAR END
APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Dec 94

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	37606.00	.00	37606.00	3133.86	37567.89	38.11	100%
1.12	SALARY OF ASSISTANTS	374642.00	.00	374642.00	30073.66	358662.15	15979.85	96%
1.13	WAGES OF JANITORS	17056.00	.00	17056.00	1332.58	15711.63	1344.37	92%
1.21	EMPLOYER'S SHARE-FICA	32893.00	.00	32893.00	2642.36	31513.95	1379.05	96%
1.22	UNEMPLOYMENT COMPENSATION	1224.00	.00	1224.00	.00	951.18	272.82	78%
1.23	EMPLOYER'S CONTRIBUTION - PERF	22277.00	.00	22277.00	.00	21192.73	1084.27	95%
1.24	EMPLOYER'S CONTRIBUTION - INS.	12000.00	.00	12000.00	.00	1550.00	10450.00	13%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	201.50	675.88	824.12	45%
2.11	OFFICIAL RECORDS	800.00	.00	800.00	375.23	497.48	302.52	62%
2.12	STATIONERY AND PRINTING	500.00	.00	500.00	.00	156.00	344.00	31%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	284.23	3530.19	969.81	78%
2.21	CLEANING & SANITATION SUPPLIES	5500.00	.00	5500.00	271.61	2678.21	2821.79	49%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	6.89	13.11	34%
2.23	OTHER OPERATING SUPPLIES	1000.00	1232.04	2232.04	647.92	2232.04	.00	223%
2.31	BUILDING MATERIALS & SUPPLIES	600.00	223.16	823.16	10.17	823.16	.00	137%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	5.97	194.03	3%
2.33	REPAIR PARTS	250.00	.00	250.00	75.96	147.53	102.47	59%
2.41	LIBRARY SUPPLIES	4500.00	-1455.20	3044.80	310.04	1882.64	1162.16	42%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	3471.87	1528.13	69%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	1500.00	.00	1500.00	697.50	697.50	802.50	47%
3.14	OTHER PROFESSIONAL SERVICES	1000.00	.00	1000.00	.00	100.00	900.00	10%
3.21	TELEPHONE	23500.00	.00	23500.00	1615.40	19865.70	3634.30	85%
3.22	POSTAGE	5000.00	-862.58	4137.42	93.06	4131.23	6.19	83%
3.23	TRAVELING EXPENSE	3500.00	301.50	3801.50	216.75	3801.50	.00	109%
3.24	PROFESSIONAL MEETINGS	3500.00	862.58	4362.58	15.00	4362.58	.00	125%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	800.00	.00	800.00	188.55	517.06	282.94	65%
3.32	OTHER PRINTING	600.00	.00	600.00	.00	449.24	150.76	75%
3.41	OFFICIAL BONDS	500.00	.00	500.00	200.00	250.00	250.00	50%
3.42	OTHER INSURANCE	13400.00	.00	13400.00	236.00	13062.20	337.80	97%
3.51	GAS	32000.00	.00	32000.00	1508.96	19327.98	12672.02	60%
3.52	ELECTRICITY	55000.00	.00	55000.00	3858.73	49902.73	5097.27	91%
3.53	WATER	1500.00	270.77	1770.77	41.20	957.93	812.84	54%
3.54	WASTE DISPOSAL SERVICES	2800.00	493.35	3293.35	146.02	2204.61	1088.74	67%
3.61	BUILDING & STRUCTURES	9000.00	4092.48	13092.48	637.00	13092.48	.00	145%
3.62	EQUIPMENT	2500.00	.00	2500.00	569.00	2193.76	306.24	88%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	223.64	26.36	89%
3.8	DEBT SERVICE	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	2200.00	.00	2200.00	.00	1079.78	1120.22	49%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	7000.00	.00	7000.00	7000.00	7000.00	.00	100%
3.95	SERVICE CONTRACTS	16670.00	.00	16670.00	496.05	8242.32	8427.68	49%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	30000.00	-4393.98	25606.02	19750.00	25347.43	258.59	84%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	275.00	275.00	202.69	275.00	.00	100%
4.4	FURNITURE & EQUIPMENT	5000.00	3827.90	8827.90	54.57	4497.08	4330.82	51%
4.51	BOOKS	115000.00	.00	115000.00	12094.62	88692.68	26307.32	77%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	4009.60	32365.79	2634.21	92%
4.53	NONPRINTED MATERIALS	12000.00	.00	12000.00	949.38	11320.01	679.99	94%
	-TOTAL-	902208.00	4867.02	907075.02	93949.15	797217.62	109857.40	88%

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Dec 94

CONSTRUCTION FUND		ANNUAL	CHANGE TO	CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION
ACNT #	DESCRIPTION	APPROPRIATION	APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	.00	.00	.00	250.00	-250.00
4.2	BUILDINGS	.00	736.33	736.33	674.00	1410.33	-674.00
4.3	IMPROVEMENTS OTHER THAN BUILD.	52021.00	-13273.75	38747.25	4000.00	10764.04	27983.21
4.4	FURNITURE & EQUIPMENT	13630.25	16220.48	29850.73	294.67	49125.27	-19274.54
	-TOTAL-	73211.25	3683.06	76894.31	4968.67	61549.64	15344.67

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Dec 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	01819	JASPER COUNTY PUBLIC LIBRARY	100000.00	13 DEC 94	CD MATURED-#001-046-6212005
TRANSFER	01870	JASPER COUNTY PUBLIC LIBRARY	7000.00	23 DEC 94	TRANSFER TO LIRF-BOARD ACTIO
TRANSFER	01873	JASPER COUNTY PUBLIC LIBRARY	8279.46	27 DEC 94	TRANSFER TO LEVY EXCESS FUND
003786	01856	PAMELA D. KYLE	-74.76	23 DEC 94	VOID LOST PAYROLL CHECK OF 6
004189	01729	BACHMAN, CAROL	413.71	10 DEC 94	PAYROLL
004190	01744	Judy T. Bakker	31.40	10 DEC 94	PAYROLL
004191	01727	MARLENE BEEDLE	262.87	10 DEC 94	PAYROLL
004192	01732	JULIE A. BEST	169.90	10 DEC 94	PAYROLL
004193	01717	GLENDA BROWN	481.88	10 DEC 94	PAYROLL
004194	01721	RENEE CARR	321.76	10 DEC 94	PAYROLL
004195	01720	LYNN DAUGHERTY	1034.69	10 DEC 94	PAYROLL
004196	01726	JULIE EISELE	311.11	10 DEC 94	PAYROLL
004197	01711	CHARLOTTE FAGEN	587.53	10 DEC 94	PAYROLL
004198	01724	PAMELA FERBER	613.61	10 DEC 94	PAYROLL
004199	01733	GALLINA, KATHLEEN M.	565.91	10 DEC 94	PAYROLL
004200	01725	KIMBERLY GARWOOD	810.47	10 DEC 94	PAYROLL
004201	01742	MOLLY A. GATLIN	82.22	10 DEC 94	PAYROLL
004202	01723	ROSE E. HOWARD	492.16	10 DEC 94	PAYROLL
004203	01730	GAIL M. JUNG	536.45	10 DEC 94	PAYROLL
004204	01745	ANGELA M. KARCH	15.70	10 DEC 94	PAYROLL
004205	01718	DIANA KOOS	166.70	10 DEC 94	PAYROLL
004206	01714	JOAN KOPANDA	341.47	10 DEC 94	PAYROLL
004207	01737	PAMELA D. KYLE	64.29	10 DEC 94	PAYROLL
004208	01734	SHARON K. LEWIS	74.45	10 DEC 94	PAYROLL
004209	01740	LOEHRER, KAREN L.	315.82	10 DEC 94	PAYROLL
004210	01710	MARY K. MARTIN	758.72	10 DEC 94	PAYROLL
004211	01728	CAROL MITCHELL	364.62	10 DEC 94	PAYROLL
004212	01716	BONNIE POWELL	362.69	10 DEC 94	PAYROLL
004213	01712	SHARON SCHULENBERG	481.70	10 DEC 94	PAYROLL
004214	01719	EILEEN SPURGEON	55.41	10 DEC 94	PAYROLL
004215	01735	LYNN M. STALBAUM	77.39	10 DEC 94	PAYROLL
004216	01738	JACK STANDISH	389.97	10 DEC 94	PAYROLL
004217	01713	JILL TACHTIRIS	496.81	10 DEC 94	PAYROLL
004218	01741	NICOLE E. VIROK	42.81	10 DEC 94	PAYROLL
004219	01743	ELAINE WALING	65.23	10 DEC 94	PAYROLL
004220	01731	WEBSTER, RACHAEL D.	173.67	10 DEC 94	PAYROLL
004221	01722	WHITED, AMBER	221.12	10 DEC 94	PAYROLL
004222	01715	DIANE WIERS	465.18	10 DEC 94	PAYROLL
004223	01739	MARGARET M. WOODS	290.52	10 DEC 94	PAYROLL
004224	01736	LEANNE YORK	736.20	10 DEC 94	PAYROLL
004225	01839	BACHMAN, CAROL	413.71	23 DEC 94	PAYROLL
004226	01854	Judy T. Bakker	59.80	23 DEC 94	PAYROLL
004227	01837	MARLENE BEEDLE	275.44	23 DEC 94	PAYROLL
004228	01842	JULIE A. BEST	174.48	23 DEC 94	PAYROLL
004229	01827	GLENDA BROWN	481.88	23 DEC 94	PAYROLL
004230	01831	RENEE CARR	348.95	23 DEC 94	PAYROLL
004231	01830	LYNN DAUGHERTY	1034.69	23 DEC 94	PAYROLL
004232	01836	JULIE EISELE	338.65	23 DEC 94	PAYROLL

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Dec 94

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004233	01821	CHARLOTTE FAGEN	540.13	23 DEC 94	PAYROLL
004234	01834	PAMELA FERBER	613.61	23 DEC 94	PAYROLL
004235	01843	GALLINA, KATHLEEN M.	565.91	23 DEC 94	PAYROLL
004236	01835	KIMBERLY GARWOOD	810.47	23 DEC 94	PAYROLL
004237	01852	MOLLY A. GATLIN	101.65	23 DEC 94	PAYROLL
004238	01833	ROSE E. HOWARD	533.45	23 DEC 94	PAYROLL
004239	01840	GAIL M. JUNG	536.45	23 DEC 94	PAYROLL
004240	01855	ANGELA M. KARCH	76.45	23 DEC 94	PAYROLL
004241	01828	DIANA KOBY	102.58	23 DEC 94	PAYROLL
004242	01824	JOAN KOPANDA	377.17	23 DEC 94	PAYROLL
004243	01847	PAMELA D. KYLE	49.16	23 DEC 94	PAYROLL
004244	01844	SHARON K. LEWIS	101.73	23 DEC 94	PAYROLL
004245	01850	LOEHRER, KAREN L.	315.82	23 DEC 94	PAYROLL
004246	01820	MARY K. MARTIN	758.72	23 DEC 94	PAYROLL
004247	01838	CAROL MITCHELL	364.62	23 DEC 94	PAYROLL
004248	01826	BONNIE POWELL	362.69	23 DEC 94	PAYROLL
004249	01822	SHARON SCHULENBERG	436.10	23 DEC 94	PAYROLL
004250	01829	EILEEN SPURGEON	55.41	23 DEC 94	PAYROLL
004251	01845	LYNN M. STALBAUM	77.39	23 DEC 94	PAYROLL
004252	01848	JACK STANDISH	389.97	23 DEC 94	PAYROLL
004253	01823	JILL TACHTIRIS	453.44	23 DEC 94	PAYROLL
004254	01851	NICOLE E. VIROK	54.02	23 DEC 94	PAYROLL
004255	01853	ELAINE WALING	89.54	23 DEC 94	PAYROLL
004256	01841	WEBSTER, RACHAEL D.	135.73	23 DEC 94	PAYROLL
004257	01832	WHITED, AMBER	221.12	23 DEC 94	PAYROLL
004258	01825	DIANE WIERS	465.18	23 DEC 94	PAYROLL
004259	01849	MARGARET M. WOODS	336.68	23 DEC 94	PAYROLL
004260	01846	LEANNE YORK	736.20	23 DEC 94	PAYROLL
004261	01857	PAMELA D. KYLE	74.76	23 DEC 94	REPLACEMENT OF 6/10/94 PAYRO
013402	01746	BANK ONE	4345.77	09 DEC 94	FICA & FED TAX WITHHELD 09 D
013403	01747	INDIANA DEFERRED COMPENSATIO	135.00	09 DEC 94	WITHHELD FROM 09 DEC 94 PAYR
013404	01748	NORTHWESTERN INDIANA TELEPHO	119.66	09 DEC 94	DEMOTTE-TELEPHONE-NOVEMBER
013405	01749	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	09 DEC 94	DEMOTTE SEWER SERVICE-OCTOBE
013406	01750	A.E. BOYCE CO., INC.	375.23	20 DEC 94	PAYROLL CHECKS
013407	01751	ACE HARDWARE	38.64	20 DEC 94	PADLOCK, LIGHT BULBS, CLEANI
013408	01752	AMERICAN LIBRARY ASSOCIATION	65.00	20 DEC 94	ANNUAL BOOKLIST SUBSCRIPTION
013409	01753	AMERICAN LIBRARY ASSN	61.08	20 DEC 94	BOOK; BOOKMARKS & POSTERS
013410	01754	ASSOCIATED LIBRARIES, INC.	478.18	20 DEC 94	BOOKS
013411	01755	AVC CORPORATION	94.00	20 DEC 94	SERVICE AGREEMENT-JAN. '95
013412	01756	BAKER & TAYLOR	2144.72	20 DEC 94	CONTINUATIONS-BOOKS
013413	01757	BAKER & TAYLOR	8129.36	20 DEC 94	BOOKS
013414	01758	BANK ONE, INDIANAPOLIS, NA	305432.50	20 DEC 94	BOND PAYMENT DUE JAN.1, 1995
013415	01759	BEN FRANKLIN	13.14	20 DEC 94	PROGRAM SUPPLIES-CANDY,FELT,
013416	01760	BETTY A. HUFF (PAS-TIME BOO	302.39	20 DEC 94	BOOKS
013417	01761	CAHNERS PUBLISHING COMPANY	178.25	20 DEC 94	ADVERTISEMENT-TECH.SERVICES
013418	01762	CAROL MITCHELL	11.00	20 DEC 94	MILEAGE
013419	01763	CENTRAL STATES SALES CORPORA	39.86	20 DEC 94	CAROUSEL PROJECTOR BULBS
013420	01764	CHERYL WARRAN	201.50	20 DEC 94	SUBSTITUTE JANITOR-DEM. & WH

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Dec 94

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013421	01765	CONGRESSIONAL QUARTERLY INC.	558.00	20 DEC 94	CONGRESS.QTLY.SUBSCR.-3/95-3
013422	01766	CONSOLIDATED INSURANCE AGENC	200.00	20 DEC 94	ASST.TREASURER & TREASURER B
013423	01767	CROWN COMPUTER	550.00	20 DEC 94	PULL CABLE,COMPUTER REPAIRS-
013424	01768	CUSTOM LAWN CARE	250.00	20 DEC 94	RENSSELAER LAWN CARE-OCTOBER
013425	01769	DEMCO	562.21	20 DEC 94	TAPE,BK.POCKETS,LABELS,VIDEO
013426	01770	DIVISION OF ELEVATOR SAFETY	52.00	20 DEC 94	SEMI-ANNUAL ELEVATOR INSPECT
013427	01771	DUMAS & MORIARTY	202.50	20 DEC 94	LEGAL SERVICES-9/12/94 TO 10
013428	01772	FACTS ON FILE, INC.	38.72	20 DEC 94	BOOKS
013429	01773	FILIP INC.	170.25	20 DEC 94	JANITORIAL SUPPLIES
Instruction 013430	01774	FONTANYI FENCE & DECK, INC.	674.00	20 DEC 94	AIR CONDITIONER FENCING-DEMO
013431	01775	FRANKLIN WATTS	82.56	20 DEC 94	BOOKS
013432	01776	GAIL JUNG	54.74	20 DEC 94	RENS.PETTY CASH-POSTAGE,HARD
013433	01778	GAIL JUNG	106.02	20 DEC 94	MILEAGE, BOOK LEASE POSTAGE
013434	01779	GAYLORD BROS.	19656.00	20 DEC 94	ANNUAL SOFTWARE/HARDWARE CON
013435	01781	HERITAGE OFFICE PRODUCTS, IN	9.07	20 DEC 94	ROLODEX & CHECK STORAGE BOXE
013436	01782	HIGHBRIDGE COMPANY	114.40	20 DEC 94	DVS AUDIO TAPES
013437	01783	HIGHSMITH CO. INC.	111.64	20 DEC 94	VIDEOCASSETTE CASES
013438	01784	INDIANA UNIVERSITY PRESS	123.35	20 DEC 94	INDIANA FACTBOOKS
013439	01785	HP PRODUCTS CORP.	88.85	20 DEC 94	VAC.BRUSH STRIPS,TOWELS,TRAS
013440	01786	INDIANAPOLIS NEWSPAPERS, INC	78.00	20 DEC 94	INDIANAPOLIS STAR SUBS.12/94
013441	01787	INFORMATION ACCESS COMPANY	3000.00	20 DEC 94	CD-ROM HEALTH INDEX-DEMOTTE
013442	01788	INFORMATION PLUS	343.46	20 DEC 94	UPDATES-BOOKS
013443	01789	INGRAM	296.34	20 DEC 94	VIDEOS
013444	01790	K.V.ELECTRIC	164.00	20 DEC 94	INSTALL FLAG CORD, REPLACE L
013445	01791	KANKAKEE VALLEY POST NEWS	10.30	20 DEC 94	ADVERTISEMENT-PAGES-DEMOTTE
013446	01792	KIMBO EDUCATIONAL INC.	94.55	20 DEC 94	PARACHUTE & PARACHUTE PACKET
013447	01793	KOLORTECH, INC.	522.08	20 DEC 94	FLOURESCENT LIGHTS
013448	01794	LDOS COMMUNICATIONS	769.04	20 DEC 94	DATA LINES & LONG DISTANCE C
013449	01795	LIBRARY MOVERS OF AMERICA	202.69	20 DEC 94	WHEATFIELD REMODELING-LESS R
013450	01796	LIBRARY OF CONGRESS	250.00	20 DEC 94	SUBJECT HEADINGS,SUBDIVISION
013451	01797	LYNN DAUGHERTY	61.25	20 DEC 94	MILEAGE; INCOLSA MEETING
013452	01798	MARY K. MARTIN	70.50	20 DEC 94	MILEAGE
013453	01799	PAM FERBER	35.83	20 DEC 94	BOOK LEASE POSTAGE & MILEAGE
013454	01800	POSTMASTER GENERAL	8.00	20 DEC 94	200-3 CENT STAMPS; 200-1 CEN
013455	01801	QUILL	254.17	20 DEC 94	BINDERS,TAPE,RIBBONS,COPY PA
013456	01802	RENSSELAER REPUBLICAN	163.60	20 DEC 94	SUBSCRIPTION-WH.& REHS-1/10/
013457	01803	REVCO D.S., INC.	9.00	20 DEC 94	DEMOTTE SUNDAY NEWSPAPERS-NO
013458	01804	ROBERT SOUZA	19.12	20 DEC 94	PLAIN ENVELOPES & STATIONERY
013459	01805	SCHNAIBLE SERVICE & SUPPLY C	10.02	20 DEC 94	CLEANING SUPPLIES
013460	01806	SECURITY COURIERS CORP.	496.05	20 DEC 94	TRANSPORT SERVICE-11/4 TO 1
013461	01807	STANDARD & POOR'S CORP.	136.00	20 DEC 94	STOCK MKT.ENCY-WH. 1/95 TO 1
013462	01808	SYMANTEC CORPORATION	97.95	20 DEC 94	DISKLOCK FOR DEMOTTE COMPUTE
013463	01809	TEETERS CULLIGAN	9.95	20 DEC 94	DECEMBER COOLER RENTAL-WH.
013464	01810	TIME-LIFE EDUCATION	14.70	20 DEC 94	BOOKS
013465	01811	TOWN & COUNTRY PAVING	250.00	20 DEC 94	REPAIR HOLE IN BLACKTOP-WHEA
013466	01812	TYSEN'S COUNTRY GROCERY, INC	7.17	20 DEC 94	CHILDREN PROGRAM SUPPLIES-DE
013467	01813	UNITED SUPPLY CO. INC.	44.66	20 DEC 94	FELT, CONSTR. PAPER,CRAFT SU
013468	01814	UNITED TELEPHONE COMPANY	603.53	20 DEC 94	TELEPHONE-RENSSELAER-DEC 199

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	Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
	013469	01815	WAL-MART STORES, INC.	17.07	20 DEC 94	CHRISTMAS DECORATIONS-RENS.
Construction	013470	01816	ASI SIGN SYSTEMS	153.70	20 DEC 94	SIGNAGE-WH.; SIGNAGE-DEM.& R (only \$99.13)
Fund	013471	01817	DEMCO	195.54	20 DEC 94	SAFETY MIRRORS-RENS. BLDG. P
	013472	01818	GAYLORD BROS.	4000.00	20 DEC 94	GALAXY COMMUNITY MODULE-AUTO
	013473	01858	BANK ONE	4382.07	23 DEC 94	FICA & FED TAXES WITHHELD 12
	013474	01859	INDIANA DEFERRED COMPENSATIO	135.00	23 DEC 94	WITHHELD FROM 23 DEC 94 PAYR
	013475	01860	INDIANA DEPARTMENT OF REVENUE	1445.08	23 DEC 94	STATE & COUNTY TAX WITHHELD
	013476	01861	CENTURY INSURANCE AGENCY, IN	236.00	23 DEC 94	ADDITIONAL PREMIUM-WORKMEN'S
	013477	01862	CITY OF RENSSELAER	2149.40	23 DEC 94	NOVEMBER UTILITIES-RENSSELAE
	013478	01863	DUMAS & MORIARTY	495.00	23 DEC 94	LEGAL SERVICES-NOV. & DEC. 1
	013479	01864	HP PRODUCTS CORP.	63.50	23 DEC 94	VACUUM REPAIR PARTS-WHEATFIE
	013480	01865	NIPSCO	3345.74	23 DEC 94	NOV. UTILITIES-WH.& DEM.
	013481	01866	INDIANA DONORS ALLIANCE	84.00	23 DEC 94	BOOKS
	013482	01867	TOWN OF WHEATFIELD SEWER WOR	41.05	23 DEC 94	JANUARY SEWAGE-WHEATFIELD LI
	013483	01868	UNITED SUPPLY CO. INC.	30.71	23 DEC 94	POSTER PAPER-W.; CONSTRUCTION
	013484	01869	UNITED TELEPHONE COMPANY	123.17	23 DEC 94	TELEPHONE-WHEATFIELD-DECEMBE
	013485	01871	JASPER COUNTY PUBLIC LIBRARY	200000.00	27 DEC 94	PURCHASE OF 91 DAY CD
	013486	01872	JASPER COUNTY PUBLIC LIBRARY	100000.00	27 DEC 94	PURCHASE OF 91 DAY CD

--TOTAL AMOUNT OF CLAIMS-- 811451.89

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 811451.89. Dated 16 JAN 95.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

December 30, 1994

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,876.93	\$18,918.39
DeMotte	\$737.86	\$6,670.95		
Rensselaer	\$751.97	\$8,235.45		
Wheatfield	\$387.10	\$4,011.99		
PHOTOCOPIES.....			\$514.60	\$6,197.63
DeMotte	\$234.70	\$2,386.87		
Rensselaer	\$197.15	\$2,825.84		
Wheatfield	\$82.75	\$984.92		
CARDS.....			\$48.00	\$755.50
DeMotte	\$16.50	\$326.50		
Rensselaer	\$27.50	\$385.50		
Wheatfield	\$4.00	\$43.50		
PLAC FUND.....			\$0.00	\$80.00
GIFT FUNDS.....			\$183.60	\$3,592.62
DeMotte	\$25.00	\$627.15		
Rensselaer	\$25.00	\$2,623.42		
Wheatfield	\$133.60	\$342.05		
INTEREST.....			\$3,070.59	\$13,833.74
RECIPROCAL BORROWING.....			\$0.00	\$0.00
TAXES.....			\$271,268.83	\$1,259,824.82
Local Option/Certified Shares	\$0.00	\$316,103.00		
Local Option/Property Tax Repl.	\$0.00	\$27,945.00		
Property Tax	\$215,446.84	\$819,300.46		
Financial Institution Tax	\$0.00	\$1,520.50		
License Excise Tax	\$55,821.99	\$92,150.48		
State Distribution	\$0.00	\$2,805.38		
REFUNDS.....			\$0.00	\$4,006.57
Baker & Taylor-Postage	\$0.00	\$127.34		
D. Menken-Video Repair	\$0.00	\$4.50		
City of Mesa,Az-ILL Postage	\$0.00	\$1.61		
Demco-Returned old product	\$0.00	\$251.16		
McGraw-Hill (overpayment-199	\$0.00	\$20.00		
Sales of Copier & Typewriter	\$0.00	\$475.00		
Nialsa Cancelled Mtg. Refund	\$0.00	\$20.00		
City of Rensselaer-Utility Refun	\$0.00	\$3,106.96		
TOTAL RECEIPTS			\$276,962.55	\$1,307,209.27

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RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004270	01874	CHARLOTTE FAGEN	587.53	10 JAN 95	PAYROLL
004285	01875	SHARON SCHULENBERG	527.28	10 JAN 95	PAYROLL
004289	01876	JILL TACHIRIS	540.17	10 JAN 95	PAYROLL
004279	01877	JOAN KOPANDA	382.27	10 JAN 95	PAYROLL
004293	01878	DIANE WIERS	437.24	10 JAN 95	PAYROLL
004284	01879	BONNIE POWELL	362.69	10 JAN 95	PAYROLL
004266	01880	GLENDA BROWN	481.88	10 JAN 95	PAYROLL
004278	01881	DIANA KOBY	123.43	10 JAN 95	PAYROLL
004286	01882	EILEEN SPURGEON	55.41	10 JAN 95	PAYROLL
004268	01883	LYNN DAUGHERTY	1034.69	10 JAN 95	PAYROLL
004267	01884	RENEE CARR	352.10	10 JAN 95	PAYROLL
004292	01885	WHITED, AMBER	279.52	10 JAN 95	PAYROLL
004275	01886	ROSE E. HOWARD	478.38	10 JAN 95	PAYROLL
004271	01887	PAMELA FERBER	618.08	10 JAN 95	PAYROLL
004273	01888	KIMBERLY GARWOOD	770.43	10 JAN 95	PAYROLL
004269	01889	JULIE EISELE	352.52	10 JAN 95	PAYROLL
004264	01890	MARLENE BEEDLE	274.40	10 JAN 95	PAYROLL
004283	01891	CAROL MITCHELL	367.77	10 JAN 95	PAYROLL
004262	01892	BACHMAN, CAROL	503.37	10 JAN 95	PAYROLL
004276	01893	GAIL M. JUNG	563.57	10 JAN 95	PAYROLL
004291	01894	WEBSTER, RACHAEL D.	169.38	10 JAN 95	PAYROLL
004265	01895	JULIE A. BEST	190.87	10 JAN 95	PAYROLL
004272	01896	GALLINA, KATHLEEN M.	570.39	10 JAN 95	PAYROLL
004281	01897	SHARON K. LEWIS	88.23	10 JAN 95	PAYROLL
004287	01898	LYNN M. STALBAUM	77.39	10 JAN 95	PAYROLL
004295	01899	LEANNE YORK	739.35	10 JAN 95	PAYROLL
004280	01900	PAMELA D. KYLE	68.08	10 JAN 95	PAYROLL
004288	01901	JACK STANDISH	391.53	10 JAN 95	PAYROLL
004294	01902	MARGARET M. WOODS	347.53	10 JAN 95	PAYROLL
004282	01903	LOEHRER, KAREN L.	296.57	10 JAN 95	PAYROLL
004274	01904	MOLLY A. GATLIN	74.76	10 JAN 95	PAYROLL
004290	01905	ELAINE WALING	84.06	10 JAN 95	PAYROLL
004263	01906	JUDY T. BAKKER	93.45	10 JAN 95	PAYROLL
004277	01907	ANGELA M. KARCH	91.55	10 JAN 95	PAYROLL
013487	01908	BANK ONE	4031.84	10 JAN 95	FICA & FED TAXES WITHHELD 10
013488	01909	INDIANA DEFERRED COMPENSATIO	135.00	10 JAN 95	WITHHELD FROM 10 JAN 95 PAYR
013489	01910	NORTHWESTERN INDIANA TELEPHO	113.60	10 JAN 95	DEMOTTE-JAN. SERVICE-TELEPHO
013490	01911	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 JAN 95	NOVEMBER SEWAGE-DEMOTTE
013491	01912	UNITED TELEPHONE COMPANY	589.94	10 JAN 95	RENSSELAER-TELEPHONE-JANUARY
013492	01913	A.E. BOYCE CO., INC.	419.73	16 JAN 95	VENDOR CHECKS
013493	01914	AVC CORPORATION	94.00	16 JAN 95	SERVICE AGREEMENT-FEB.1995
013494	01915	BAKER & TAYLOR	382.41	16 JAN 95	CONTINUATIONS,BOOKS
013495	01916	BAKER & TAYLOR	4461.22	16 JAN 95	BOOKS,GIFT FUND BOOKS,LEASE
013496	01917	BEN FRANKLIN	20.50	16 JAN 95	DEM. CHILDREN'S PROGRAMS-GAM
013497	01918	BETTER CONTAINERS MFG. CO. I	85.82	16 JAN 95	LIBRARY BAGS-RENS.
013498	01919	BETTY A. HUFF (PAS-TIME BOO	165.35	16 JAN 95	BOOKS
013499	01920	BROWN'S GARDEN SHOPPE	65.95	16 JAN 95	CHRISTMAS DECORATIONS-RENS.
013500	01921	CAREER TRACK INC.	39.00	16 JAN 95	HOW TO HANDLE PEOPLE W/TACT

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 10 Jan 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013501	01922	CAROL BACHMAN	22.00	16 JAN 95	MILEAGE
013502	01923	CHARLOTTE FAGEN	25.00	16 JAN 95	MILEAGE & BK.PRIZE FOR CH. P
013503	01924	COBB GROUP	39.00	16 JAN 95	MAGAZINE SUBS.-MANAGEMENT
013504	01925	CURRENT LEADERS PUBLISHING C	156.50	16 JAN 95	BINDER,3-ANNUAL SUBSC.THRU 4
013505	01926	DIANA KOOTY	11.00	16 JAN 95	MILEAGE
013506	01927	FAGEN PHARMACY	5.92	16 JAN 95	UPS POSTAGE
013507	01928	FASE'S	33.00	16 JAN 95	REDOUT FOR WATER SOFTNER-DEM
013508	01929	FILIP INC.	65.51	16 JAN 95	ICE MELT, M-FOLD TOWELS
013509	01930	GAIL JUNG	11.75	16 JAN 95	MILEAGE
013510	01931	GALE RESEARCH INC.	509.00	16 JAN 95	CD-ROM, 1995 DISCOVERING JOB
013511	01932	GOODWIN FIRE EQUIPMENT	42.00	16 JAN 95	SEMI-ANNUAL FIRE EXTINGUISHE
013512	01933	GRUBE CONSTRUCTION INC.	1125.00	16 JAN 95	SEWER CONNECTION-WHEATFIELD
013513	01934	JOURNAL AND COURIER	60.00	16 JAN 95	SUBSCRIPTION-1/12/95-6/28/95
013514	01935	INDIANA DEPT.OF WORKFORCE DE	78.07	16 JAN 95	4TH QTR. UNEMPLOYMENT COMPEN
013515	01936	LAKE COUNTY PUBLIC LIBRARY	125.00	16 JAN 95	SOARING TO EXCELLENCE TELECO
013516	01937	LDDS COMMUNICATIONS	807.97	16 JAN 95	DATA LINES & LONG DISTANCE-D
013517	01938	LYNN DAUGHERTY	11.00	16 JAN 95	MILEAGE
013518	01939	MARY K. MARTIN	194.67	16 JAN 95	YEAR END-BACKUP AUTOMATION S
013519	01940	MIRIAM LAWYER	13.00	16 JAN 95	MILEAGE
013520	01941	MOOLENAAR & HUGHES PROF.LAWN	696.00	16 JAN 95	ANNUAL LAWN APPLICATION SERV
013521	01942	NATIONAL GEOGRAPHIC SOCIETY	13.90	16 JAN 95	BOOK
013522	01943	NIALSA	90.00	16 JAN 95	TWO NIALSA WORKSHOPS - 2/24/
013523	01944	PERMA-BOUND	150.23	16 JAN 95	BOOKS
013524	01945	POSTMASTER	24.00	16 JAN 95	ANNUAL PO BOX RENTAL-WHEATFI
013525	01946	POSTMASTER GENERAL	687.50	16 JAN 95	STAMPS: 1800-32 CENT,100-\$1,
013526	01947	PUBLIC EMPLOYEES' RETIREMENT	7749.04	16 JAN 95	4TH QUARTER 1994 PAYMENT
013527	01948	REVCO D.S., INC.	12.00	16 JAN 95	DEC.SUNDAY NEWSPAPERS-DEM.
013528	01949	RAND MCNALLY & COMPANY	298.74	16 JAN 95	ATLAS
013529	01950	RENSSELAER REPUBLICAN	77.40	16 JAN 95	CLASSIFIED AD-TECH.SERVICES
013530	01951	SECURITY COURIERS CORP.	297.63	16 JAN 95	TRANSPORT SERVICE-12/9 THRU
013531	01952	SIMPLEX TIME RECORDER CO.	1540.25	16 JAN 95	ANNUAL MAINT. AGREEMENT THRU
013532	01953	SPRINT PUBLISHING & ADVERTIS	21.06	16 JAN 95	PHONE BOOK
013533	01954	STANDARD & POOR'S CORP.	625.00	16 JAN 95	STOCK REGISTER-DEMOTTE-2/95
013534	01955	TEETERS CULLIGAN	29.75	16 JAN 95	JAN. COOLER RENTAL & WATER-W
013535	01956	TIME-LIFE EDUCATION	14.70	16 JAN 95	BOOK
013536	01957	THE TIMES	166.40	16 JAN 95	NEWSPAPER SUBSC.-DEMOTTE THR
013537	01958	UNITED SUPPLY CO. INC.	1.45	16 JAN 95	FELT PIECES-RENS. CHILDREN'S
013538	01959	WAL-MART STORES, INC.	18.44	16 JAN 95	CH. WINTER READING PROGRAM-R
013539	01960	STEEL CRAFT FABRICATORS	400.00	16 JAN 95	HANDRAIL-DEMOTTE CONSTRUCTIO

--TOTAL AMOUNT OF CLAIMS-- 39247.83

ransferred \$ 21,427.04 from First Of America Bank to Bank One Checking to satisfy State Depository Laws.
ransferred \$ 24,430.89 from DeMotte State Bank to Bank One Checking to satisfy State Depository Laws.
ransferred \$ 7,378.83 from Indiana Federal Bank for Savings to Bank One Checking to satisfy State Depository Laws.
ransferred \$ 6,799.29 from NBD Bank, N.A. to Bank One to satisfy State Depository Laws.
ransferred \$ 1,714.65 from First Federal Savings Bank to Bank One Checking to satisfy State Depository Laws

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 39247.83. Dated 17 JAN 95.

_____	_____
_____	_____
_____	_____
_____	_____

Salary Ordinance 1995

Jan. 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 2	\$8.08	\$16,806.40	40	R
Bakker, Judy	Page	\$4.25	\$2,224.00	10	D
Beedle, Marlene	Lib. Asst. 1	\$6.48	\$9,603.36	28.5	D
Best, Julie	Clerk/Bkkpr	\$5.34	\$11,107.20	40	R
Brown, Glenda	Specialist 1	\$7.75	\$16,120.00	40	R
Carr, Renee	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Daugherty, Lynn	Director	\$18.62	\$38,729.60	40	R
Eisele, Julie	Lib Asst 1	\$5.99	\$10,901.80	35	R
Fagen, Charlotte	Specialist 2	\$8.86	\$18,428.80	40	D
Ferber, Pam	Librarian	\$13.46	\$22,397.44	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,617.60	40	R
Garwood, Kim	Librarian	\$13.46	\$28,956.80	40	R
Gatlin, Mollie	Page	\$4.30	\$2,262.00	10	D
Howard, Rose	Janitor	\$8.00	\$16,640.00	40	D,W
Jung, Gail	Admin. Asst	\$8.65	\$17,992.00	40	R
Karch, Angela	Page	\$4.25	\$2,223.00	10	D
Kingman, Maia	Clerk	\$4.75	\$3,868.80	15	R
Kooy, Diana	Lib. Asst 2	\$7.69	\$3,199.04	8	D
Kopanda, Joan	Lib. Asst 2	\$7.69	\$12,796.16	32	D
Lewis, Sharon	Clerk	\$5.17	\$2,688.40	10	R
Loehrer, Karen	Lib. Asst 2	\$6.09	\$13,083.20	40	R
Mitchell, Carol	Lib. Asst 2	\$6.49	\$13,499.20	40	R
Powell, Bonnie	Lib. Asst 1	\$7.14	\$11,138.40	30	R
Schulenberg, Sharon	Spec. Serv Lib	\$9.51	\$17,294.20	35	R
Spurgeon, Eileen	Clerk	\$6.12	\$1,591.20	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,288.00	10	W
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R
Tachtiris, Jill	Specialist 1	\$8.09	\$16,827.20	40	D
Virok, Nicole	Page	\$4.25	\$849.00	3.75	R
Waling, Elaine	Page	\$4.25	\$2,240.00	10	R
Webster, Rachael	Clerk	\$5.59	\$3,778.84	13	D
Whited, Amber	Lib. Asst 1	\$6.24	\$7,787.52	24	W
Wiers, Diane	Specialist 2	\$8.08	\$16,806.40	40	W
Woods, Peggy	Lib. Asst 2	\$6.49	\$11,474.32	34	W
York, Leanne	Librarian	\$11.54	\$24,003.20	40	D
	Page	\$4.25	\$2,223.00	10	R
	Tech Serv Libn	\$12.50	\$26,000.00	40	R

Total

\$448,132.64 1026.3

Margaret Hohner
Miriam Lowy
Sandra Lasker
Aime-Marie Egan

Ms. Linda Cox
Robert Souza

FEB.

AGENDA

**Jasper County Public Library Board of Trustees
Monday, February 13, 1995
Rensselaer
7:00 PM**

Monthly Meeting

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Purpose

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 3, R31)
- D. Approval of workshop attendance (R 31)

General Business

- A. Five Year Plan: (R4- R 10, R 31)
- B. Building Insurance Policy (R 11)
- C. Policy committee report: Staff Code of Ethics (R 12)
and Board Bylaws (R 13 - R 24)
- D. Officers' and Directors' Liability Insurance (R 25-R 28)

Action

Action

Action

Action

Director's Report (R 31- R 33)

Information

Board Development: Board Role and Responsibilities

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

**JASPER COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

MINUTES.....January 17, 1995
Rensselaer Library Storytime/Craft Room 7:00 PM

Present: R. Souza, M.L. Casey, M. Lawyer, M. Hohner, A-M Egan, L. Daugherty;
Absent: W. Doty

AGENDA : The agenda format was approved after the removal from the Consent Agenda of Item E, Approval of Annual Accounting Practices, on a motion by M. Lawyer, seconded by M. Hohner. Motion passed.

CONSENT AGENDA: . M. Lawyer moved that the Consent Agenda be approved. A-M Egan seconded the motion. Motion passed.

B. Leestma joined meeting at 7:25 PM.

APPROVAL OF ANNUAL ACCOUNTING PRACTICES: The last paragraph was changed to read: *The treasurer is authorized to pay bills between Board Meetings. These bills will be utility bills, conference fees, and payroll checks.* M. Lawyer made a motion to accept the Annual Accounting Practices as amended. M. Hohner seconded the motion. Motion passed, with M.L. Casey casting a "nay" vote.

RENSSELAER LIBRARIAN ANNUAL REPORT: K. Garwood, representing the entire JCPL staff, presented each Board Member with an engraved gold letter opener in appreciation for their time and dedicated service to the library. The Board expressed their gratitude and conveyed their thanks to the staff for their thoughtfulness.

K. Garwood recapped 1994 at the Rensselaer Library. She presented each Board member with a detailed account of its achievements, program, displays, CD-ROM materials, etc. She noted that keeping abreast of new technology, its impact on the library, and the role the library takes are important issues which have faced us this past year and will continue into 1995 and 1996.

BOARD COMMITTEE APPOINTMENTS:

Board Development - M. Hohner
Nominating Committee - B. Leestma, M.L. Casey (Chairwoman), W. Doty
Evaluation Committee - A.M. Egan (Chairwoman), M.L. Casey, M. Lawyer
By-Laws & Policy - M. Hohner, B. Leestma (Chairwoman), M. Lawyer
Budget Committee - W. Doty (Chairman), A.M. Egan, R. Souza

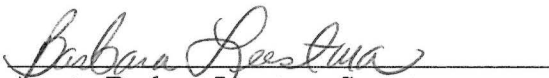
POLICY COMMITTEE REPORT: The Jasper County Public Library Mission Statement was amended to read *"The library employs competent, creative and well-educated staff to encourage and assist district residents to make full use..."* in the fourth paragraph under *Role*. The Board voted to approve the JCPL Mission Statement and General Library Policy and The Library Board Code of Ethics as presented, and the Role as amended on a motion by M.L. Casey, seconded by A.M. Egan. Approval was unanimous.

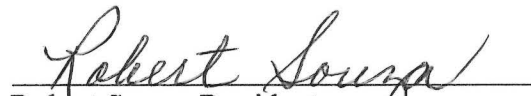
OFFICER'S & DIRECTOR'S LIABILITY INSURANCE: The Board agreed to table a decision on this issue until more information can be obtained. L. Daugherty will inquire whether the Rensselaer Central School Corporation, any libraries in the state, or other county organizations have this type of insurance, and if so, has it ever been used or put to the test.

CAPTURING A VISION OF THE FUTURE: L. Daugherty will contact Bruce Mathew at St. Joseph College to further investigate the availability of accessing Internet through them, costs involved, etc.

DIRECTOR'S REPORT: The Board shall be notified of the fax charges incurred by Home Health Services at the end of the 3-month trial period. The library will invoice Home Health Services monthly.

A motion to adjourn was made by A.M. Egan, seconded by M. Hohner at 8:45 PM.


Attest: Barbara Leestma, Secretary


Robert Souza, President

**Jasper County Public Library
Five-Year Plan
1995-1999**

In 1994, the Library staff and Board gathered statistical background information and conducted three surveys to help them plan for meeting the community's needs and desires. A Planning Committee of Board members, two staff members and the Director met in retreat to assess the information gathered and to develop the Library's Mission Statement and Goals. This statement and these goals were then formally adopted by the Library Board.

Task forces of staff were created to develop objectives and action plans to meet the approved goals. The following plan reflects the Library Board and staff's plan to meet the needs of the JCPL service district for the next five years.

Goal 1

Ensure that the library is providing its communities with well-trained, experienced, service-oriented personnel to meet users' needs effectively and promptly, by regularly reviewing staff size, compensation, benefits and training.

1. Review and upgrade staff training procedures
 - 1.1. Study training techniques of other libraries and review JCPL present training schedule for useful elements by March 1997.
 - 1.2. Compose a basic training schedule, as well as an advanced training schedule for Library Assistants/Specialists, by May 1997.
 - 1.3. Implement new training schedules, by June 1, 1997.
2. Offer competitive wages.
 - 2.1. Examine salary scales for area libraries, businesses, schools and government agencies, by October 15, 1995.
 - 2.2. Have Agency Librarians and staff update job descriptions to more closely reflect job responsibilities, by November 1, 1995.

- 2.3. Recommend to Board an upgrade in salary scale if necessary to ensure it is commensurate with classification levels, and competitive with area salaries, by April of 1996.
- 2.4. In each succeeding year, job descriptions will be updated each November and area salary scales will be reviewed the following February. The Committee will then determine whether to recommend that the Board upgrade the salary scale in April.
3. Review and upgrade employee benefits.
 - 3.1. Examine benefit packages for area libraries, schools and government agencies, by October 15, 1995.
 - 3.2. Survey staff to determine insurance and benefit needs, by November 1995.
 - 3.3. Investigate insurance policies available through Jasper County agencies, determining the feasibility of participation by JCPL in Jasper County's insurance plan, by February 15, 1996.
 - 3.4. The staff committee and the Director will make recommendations to the Board on insurance and a benefits plan, in April 1996.
4. Review and upgrade staffing needs at each library.
 - 4.1. Evaluate peak times, staffing, circulation, and library usage at each branch, by October 1997.
 - 4.2. Budget for extra staff hours during especially busy periods (summer reading, etc) and unexpected staff shortages, by March 1, 1998.
 - 4.3. Determine and implement staffing changes where necessary, to meet patron needs, by April 1998.
5. Raise staff morale
 - 5.1. Study ways other libraries, businesses, schools, and government agencies motivate staff, by March 1998.
 - 5.2. Select and implement various methods of raising staff morale, by April 1998.

Goal 2

Increase library use by 10% per year.

1. By June 1995, this goal committee, consisting of one staff member from Wheatfield, two from DeMotte and two from Rensselaer, will decide how to fairly measure library use.
2. Increase audio, video and popular book titles.
 - 2.1 Establish a lease book task force by March 1995 to investigate increasing popular lease book titles.
 - 2.2 Agency librarians and/or technical service staff will explore ways to purchase paperbacks, romances and westerns for circulation by January 1996.
 - 2.3 Beginning in 1995, purchase audio and video materials on a monthly basis.
3. Market library materials and services.
 - 3.1 Continue staff training to actively and courteously promote various materials and services.
 - 3.2 Advertise books by genre, author, subject, using such devices as book displays and bookmarks, at the circulation desk and inside books.
 - 3.3 Restructure the walking books program to accommodate various material types. Market the program and address staff concerns by October 31, 1995. A staff member from each branch will be designated to serve on a committee to restructure the program.
 - 3.4 Examine the feasibility of funding possibilities, grants, etc., to start a "books by mail" program by the year 2000.
 - 3.5 Continue programming in-house and to other area organizations.
 - 3.6 Investigate alternative marketing techniques such as: a booth at the fairgrounds, community festivals, registration campaigns, etc., by December 1997.

- 3.7 Explore the use of newspapers and radio to promote the library and its services by December 1998.
- 3.8 Continue training the public on available technology and its use in the library.
- 4. Allow patrons the use of Galaxy individual access modules.
 - 4.1 Assign PIN numbers immediately to allow patrons to use the individual access module by January 1995.
 - 4.2 Begin to investigate patrons' use of the reserve feature by June 1995.

Goal 3

Supply answers to 90% of information requests within 24 hours.

- 1. Develop a method to measure the percent of requests answered.
 - 1.1. Create a committee to develop the method of monitoring filled and non-filled reference questions by February 1995. This method should be established by mid-July 1995 (the method should be in conjunction with Reference Count Week.)
 - 1.2. Everyone will record non-filled questions as a guide for developing future resources by February 1995. (Notebook at the circulation desk should be supplied. This notebook will also aid the person in charge of acquisitions to select references needed.)
- 2. Use resources of other libraries (system-wide and others)
 - 2.1. Contact St. Joseph's College Library to determine how our libraries can best access their government documents, how patrons may access government documents on their own and what documents are available by Feb. 1995.
 - 2.2. By May 1995, talk to St. Joseph's College Library about the possibility of their staff doing reference searches of Internet on a fee basis for our patrons.
 - 2.3. Investigate various Internet access options and secure some level of access for staff by December 1995.

- 2.4. Investigate the feasibility of expanding access to Internet to include patron usage by December 1996.
- 2.5. Investigate development of CD ROM networks which include JCPL and other schools, colleges to determine cost and legal procedures, by January 1998.
3. Improve JCPL reference resources. Investigate cost, availability and practicality of obtaining the following:
 - 3.1. Full text NewsBank by June 1995
 - 3.2. Business profiles (annual reports on CD ROM) by July 1995.
 - 3.3. ERIC or some OCLC First Search by August 1995
 - 3.4. 800 numbers (Government Information, etc.) on CD ROM by September 1995.
 - 3.5. Scholarships and Grants information on CD ROM by October 1995
 - 3.6. Genealogy resources (CD ROM) by November 1995

A report should be made 2 months after an assignment is given. All considerations should be made by January 1996.
4. Ready Reference (local information)
 - 4.1. Select a staff member to correlate the updating of ready reference materials of the three libraries
 - 4.2. By April of 1995, assign a staff member to contact Congressmen's offices for resources they can supply.
5. Train staff to improve reference skills.
 - 5.1. Select a qualified person to give reference workshops to new staff periodically.
 - 5.2. Allow time at Staff Development sessions for hands-on CD ROM experience for the benefit of visiting staff, beginning with the first Staff Development session of 1995.

- 5.3. Allow time at Staff Development sessions for sharing of difficult (challenging) reference questions and feedback from staff on other possible search strategies, beginning at Fall Staff Development session 1995. This project should be assigned at spring session.

Goal 4

Specialize individual collections and promote resource sharing.

1. By December 1995, a committee will decide which areas of print and nonprint materials can appropriately be developed into specialized collections in one library facility for the benefit of all libraries.
 - 1.1 This committee will consist of the three agency librarians and one reference or public service staff person from each library.
 - 1.2 Guidelines will be set to ensure that the needs and desires of users are not ignored in an effort to minimize duplication of materials.
 - 1.3 By December 1996, and by the end of each successive year, the committee will assess and revise the plan for materials specialization.
2. By August 1995, a plan will be developed for the sharing of such resources as puppets, posters, exhibits, displays and programs. Those developing this plan will include the three children's specialists, and one person from DeMotte and Rensselaer chosen by their Agency Librarians.
 - 2.1 Media Minds will be approached by the children's specialists to tackle the possibilities of sharing the above resources as well as materials by the fall meeting of 1995.
3. Supervisors will encourage and facilitate the specialization of staff members, encouraging growth in specific areas according to individual abilities and the library's needs.
 - 3.1 All staff, except clerks and pages, should attend at least one workshop in their special area of interest each year.
 - 3.2 Supervisors will ensure that each staff member, except clerks and pages, will meet with counterparts within their specialized area at least once a year to share ideas and acquaint themselves with comparable resources in other libraries within the JCPL system.

- 3.3 Staff members should be encouraged to attend counterparts groups in their special area of interest outside of the JCPL system, if such groups exist.
- 3.4 While all assistants and specialists will learn the basics of all public service areas, priorities will be set for added learning in specialized areas.
- 3.5 By January, 1996, consider the addition of a part-time computer assistant at DeMotte and Rensselaer to help public and staff in using nonprint equipment and databases.
- 3.6 By January, 1997, consider the addition of a computer specialist to help staff meet the technological needs of future information services.

MEMORANDUM

Building Insurance

Summary: I requested and received quotes from 3 agencies. I have checked to ensure that we are comparing apples to apples. I recommend that we accept the quote of Consolidated Inc., Insurance and Investments. I further recommend that we insure our property for 100% of the amount listed on the Statement of Values and that we continue with a \$500 deductible.

Discussion:

These policies all include Earthquake Insurance (5% deductible), insurance on computer equipment (\$250 deductible), general liability insurance of \$2,000,000, personal injury of \$1,000,000, Each Occurrence \$1,000,000, Fire Damage/Legal of \$50,000 and medical payments of \$5,000. They also include insurance for non-owned automobiles, boiler & machinery insurance (\$1000 deductible), workers' compensation and crime coverage (\$25,000 limit per occurrence).

Century Insurance Agency, Inc.	= \$14,085.20
Consolidated Inc.	= \$ 10,788
State Farm	= \$ 12,773

Next Step(s). The Board needs to determine which policy should cover the library for the next two year period.

Vote: To accept Consolidated Inc., the company offering us the lowest rates, as the library's building insurer for the next two years.

MEMORANDUM

Policy Revisions

Policy Committee Recommendations

Summary:

Library Employees Code of Ethics. This is a completely new policy for JCPL. It is actually a revised version of the ALA Statement on Professional Ethics.

Board Bylaws: These by-laws use fewer legal terms and omit most of the taken verbatim language taken from the Public Library Law since the by-laws begin by saying the Board assumes the responsibilities delegated to it under said statute. We did restate the terms under which we can have executive sessions, just because we refer to this list so often.

Some sections were updated to conform to our present practices.

Our old policy didn't list the purpose and duties of the board, which we felt should be included in the by-laws.

We removed the 72 hour provision in the case of special meetings. (Article III, Sec. 2). since it could be too limiting in case of an emergency.

We included a list of the duties of the Director, since that delegation of authority explains *how* the Board will get its job done.

Next Step(s). We recommend that these By-laws and this policy be adopted by the Library Board. However, because of Article IX, Sec. 2, of the By-laws, the Board will not be able to vote on the Bylaws until the March board meeting.

Vote: To adopt the Library Employees Code of Ethics as presented (or amended).

Library Employees Code of Ethics

Jasper County Public Library

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

As an employee of the Jasper County Public Library, I will:

- provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- resist all efforts by groups or individuals to censor library materials.
- protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- distinguish clearly, in my actions and statements, between my personal philosophy and attitudes and those of my Library.
- avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or my Library.
- not speak or act in ways that are detrimental to my fellow staff, the Board or the Library.

BYLAWS OF THE BOARD OF TRUSTEES OF THE JASPER COUNTY PUBLIC LIBRARY

ARTICLE I

IDENTIFICATION

The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Board operates under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under said statutes.

ARTICLE II

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It shall have the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies.
- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE III

MEETINGS

Section 1 The regular monthly meeting will be held at 7:00 pm on the second Monday of each month, except that in January and December the meeting will be held on the third Monday. Eight meetings will be held at the Rensselaer Library and two meetings per year will be held at the DeMotte Library and two per year at the Wheatfield Library. Dates and places for the following year will be determined at the December meeting.

Section 2 All meetings are subject to Indiana's Open Door Law, Indiana Code Section 5-14-1.5-1.

Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings.

Section 3 Executive sessions may be called by the President and must appear on the agenda of the meeting.

Executive sessions may be held only in the following instances:

- where authorized by federal or state statute
- for discussion of strategy with respect to : collective bargaining; initiation of litigation or pending or threatened; the implementation of security systems; the purchase of lease of real property
- interview with industrial or commercial prospects or their agents
- with respect to any employee's status or alleged misconduct
- for discussion of confidential records
- to discuss a job performance evaluation of individual employees

- Section 4 For all board meetings, four (4) members shall constitute a quorum.
- Section 5 An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.
- Section 6 Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.
- Section 7 Recommended order of business
- Executive session (when necessary)
 - Approval of agenda format
 - Approval of consent agenda
 - General business
 - Director's Report
 - Items for future agendas
 - Public forum
 - Adjournment
- Section 8 The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE IV

OFFICERS OF THE BOARD

- Section 1 Officers of the Board shall be President, Vice-President, Secretary and Treasurer.
- Section 2 The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned to him by the Board.
- Section 3 The vice-president shall preside over meetings in the absence of the president.
- Section 4 The secretary shall oversee the minute-taking and correspondence done by library clerical staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call.

The minutes shall be available within one week after the meeting and are to be open for public inspection and copying.

Section 5 The treasurer shall be responsible for insuring that adequate financial records are kept, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. The President shall also hold the office of Assistant Treasurer in order to issue warrants in the absence of the treasurer.

Both the treasurer and the President/Assistant Treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with the terms of Public Law 205, Acts of 1981.

Section 6 The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 Terms of officers shall be for one year beginning January 1.

Section 8 Officers shall be elected for no more than two consecutive terms in the same office.

Section 9 When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE V

LOANS

- Section 1 Funds may be borrowed for the payment of debts only by resolution of the Board.
- Section 2 The borrowing of funds shall be accomplished by any two of the Board officers.

ARTICLE VI

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE VII

SPECIAL BOARD OF FINANCE

- Section 1 The full Board shall constitute the Special Board of Finance which shall meet as designated by statute and maintain the same officers as the Library Board.

ARTICLE VIII

ROLE OF THE DIRECTOR

- Section 1 The Director shall be solely responsible for the administration and management of the library, within the direction and review of the Board.
- Section 2 The Director shall administer the policies adopted by the board, with responsibility for hiring, directing and supervising personnel, and recommending such policies and procedures as will promote and improve the service of the library district.

- Section 3 The Director shall attend all board meetings but not executive sessions at which his/her appointment or performance is discussed or determined.
- Section 4 The Director shall prepare regular reports embodying the library's current progress and future needs.
- Section 5 The Director shall prepare an annual budget for the library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
- Section 6 The Director shall maintain an active program of public relations.
- Section 7 The Director shall affiliate with state and national professional organizations and attend professional meetings and workshops on behalf of the library district.
- Section 8 The Director shall oversee the selection and ordering of library materials and supplies.
- Section 9 The Director shall be knowledgeable in local and state laws and actively support library legislation in Indiana and the nation.
- Section 10 The Director shall regularly report to the Board, to the officials of local government and to the general public about the progress of the library district.

ARTICLE IX

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

Present Policy

R 21

BYLAWS OF THE BOARD OF TRUSTEES OF THE JASPER COUNTY PUBLIC LIBRARY

ARTICLE I

IDENTIFICATION

The organization shall be called the Board of Trustees of the Jasper County Public Library which exists by virtue of the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The organization exercises the powers and authority and assumes the responsibilities delegated to it under said statutes.

ARTICLE II

- Sec. 1 The regular monthly meeting will be held at 7:00 pm on the second Monday of each month. All meetings will be held at the Rensselaer Headquarters except that at least one meeting per year will be held in DeMotte and at least one meeting per year will be held in Wheatfield. Any proposed permanent changes in the regular meeting place or time should be presented at the December meeting.
- Sec. 2 Special meetings may be called by the President or by any two board members provided that all members are given notice, written or oral, and purpose of such meetings 72 hours prior to the meeting.
- Sec. 3 Executive sessions may be called by the President and must appear on the agenda of the meeting.

Executive sessions may be held only in the following instances:

- a. where authorized by federal or state statute
 - b. for discussion of strategy for: collective bargaining; invitation of, pending, or threatened litigation; implementation of security systems; or purchase or lease of real property.
 - c. interview with industrial or commercial prospects or their agents.
 - d. interviews with prospective employees
 - e. with respect to any employee's status or alleged misconduct
 - f. for discussion of confidential records
 - g. to discuss a job performance evaluation of individual employees
- Sec. 4 For all board meetings, four (4) members shall constitute a quorum.
- Sec. 5 An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Sec. 6 Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Sec. 7 All meetings are subject to Indiana "open door" meeting laws. (IC 5-14-1.5)

Sec. 8 Recommended order of business

Approval of minutes
Financial report and bills
Director's report
Committee reports
System business
Wheatfield business
DeMotte business
Rensselaer business
Audience questions and comments
Executive session (when necessary)
Adjournment

Sec. 9 Public notice of date, time and place of all regular meetings shall be posted two days prior to the meeting in the meeting place.

Sec. 10 The director shall, unless excused, attend meetings but shall have no vote.

ARTICLE III

OFFICERS OF THE BOARD

Sec. 1 The President shall preside at all board meetings, appoint all standing or special committees, and perform other duties as are normally associated with the office or may be assigned to him/her by the board.

Sec. 2 The Vice-president shall preside over meetings and perform other duties of the President in the absence of the President.

Sec. 3 The Secretary shall keep the minutes of the board meetings and record the following: date, time, and place; members present; general substance of all matters proposed, discussed, or decided; and record all votes taken. In the absence of the secretary or by action of the board, the director will perform said duties.

Sec. 4 The minutes shall be available within one week after the meeting and are to be open for public inspection and copying.

Sec. 5 The board shall elect officers at the December meeting. The nominating committee shall consist of two board members who will present a slate of officers. Nominations will be accepted from the floor but must have a second and the consent of the

- a. written by an insurance company licensed to do business in Indiana.
- b. for the term of office of the treasurer.
- c. in an amount determined by the board.
- d. paid for with the money from the library funds.
- e. payable to the State of Indiana.
- f. approved by the board.
- g. deposited in the office of the recorder of the county in which the library district is located.

ARTICLE IV

LOANS

- Sec. 1 Funds may be borrowed for the payment of debts only by resolution of the board.
- Sec. 2 The borrowing of funds shall be accomplished by any two of the following: President of the board, Vice-president of the board, Secretary of the board, and Treasurer of the library district.

ARTICLE V

COMMITTEES

- Sec. 1 The President shall appoint standing committees at the January meeting. Standing committees shall consist of budget committee and bylaws and policy review committee.
- Sec. 2 Other committees shall be appointed at the discretion of the President.

ARTICLE VI

AMENDMENTS

- Sec. 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Sec. 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

ARTICLE VII

SPECIAL BOARD OF FINANCE

- Sec. 1 Special Board of Finance shall meet as designated by statute.
- Sec. 2 Officers of this board shall be the same as the regular board.

nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

- Sec. 6 Terms of officers shall be for one year beginning January 1.
- Sec. 7 Officers shall be elected for no more than two consecutive terms in the same office.
- Sec. 8 When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.
- Sec. 9 The board shall annually elect a treasurer of the library district who may either be a member of the board or an employee of the library.

Notwithstanding any other law, the board may fix the rate of compensation for the services of the treasurer.

The treasurer shall:

- a. be the official custodian of all library funds.
- b. keep the financial records of the library.
- c. be responsible for the proper safeguarding and accounting for all library funds.
- d. issue a receipt for moneys received by the library district.
- e. deposit money belonging to the library district in accordance with the law governing the deposit of public funds.
- f. except as otherwise provided by law, issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library.
- g. make financial reports of library funds and present reports to the board as requested by the board.
- h. transfer funds between accounts when necessary.
- i. invest funds under the direction of the board.

The board may prescribe the powers and duties of the treasurer consistent with the provisions of this chapter.

The treasurer may be removed by the board at any regular or special meeting by a majority vote of the entire membership of the board.

The board shall elect a successor treasurer if a vacancy occurs in that office.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody. The bond shall be:

The following is a memo I sent to you in preparation for last month's board meeting. I have revised it to include new information I have gathered since that meeting at your request. I have also added the provisions in Indiana law which protect libraries and their boards from liability.

MEMORANDUM

Directors' and Officers' Liability Insurance

Summary: My recommendation is that the Board secure a Directors' and Officers' Liability Insurance policy. I have obtained two quotations on this insurance. The policies are virtually identical. Therefore, I recommend that the Board accept the policy of Philadelphia Indemnity Insurance Company (Best Rating: A-) offered through Century Insurance Agency at a cost of \$2,440.

Discussion: The Public Library Quarterly, Vol. 13, No. 2, 1993, states that

"Errors and Omissions or Public Officials and Employees Liability Insurance should be considered a must for libraries. It is also one of the most difficult types of coverage to obtain today, and one of the most expensive due to a rising number of related liability suits.

"Errors and omissions coverage pays for legal defense and any court costs or penalties arising from suits brought against you, your library employees, or library board members for acts or failures to act in situations that are not ordinarily covered by your other insurance policies.

"Generally, the other insurance policies do not cover such issues as liability claims and legal defense costs arising, for example, out of the circulation of library materials or answers given to reference questions, or personnel practices (hiring, firing, discriminatory actions of one kind or another)."

Our attorneys have also recommended that we have such a policy. According to Ed Dumas, on *any* suit, we *will* need an attorney to defend our claim that the suit is frivolous or that we were negligent only, and not intentionally committing a crime. We *will* have attorneys fees in such a case. This policy will pay for such attorneys fees. It will protect our 36 employees, 7 board members and any volunteers while they are working on behalf of the library. It will not protect for intentional wrongdoing, but will for inadvertent or negligent acts or failures to act.

We could be sued for touching a child who is misbehaving in the library (the suit could say we committed battery and is a common one in schools). We could be sued if an employee answering a reference question gives an out-of-date answer. We could be sued because a child saw a picture of a naked person in a book and was seriously harmed by the sight. We could be sued for any number of reasons. Usually, a suit doesn't stop at naming the individual who acted. It names the library, individual board members, etc. To protect everyone, this insurance could be important.

Almost all libraries I polled recently have this insurance although none have needed to use it. Lake County Public Library is in the process of obtaining this policy now.

Both the KV and the Rensselaer Central School Corporations have this insurance. In fact, their superintendents said they would not do business without it and speculated that they might not get board members to serve without it. They *have* used their insurance often.

The County has \$5,000,000 Professional Liability insurance on all their elected officials. Carol does not believe they have used it since she has been auditor, although she might not know if the Sheriff's Office used it.

Vote: To accept the quotation provided by Century Insurance Agency for Directors' and Officers' Liability Insurance, with an annual premium in the amount of \$2,440.

LIABILITY COVERAGE FOR LIBRARIES

I. Tort Claims Act (IC 34-4-16.5)

- A. Tort is a wrongful act resulting in civil action, except for breach of contract**
- B. Covers all library employees, boards, and volunteers**
- C. Defines actions for which a governmental entity or employee is not liable**
- D. Limits Liability**
 - 1. \$300,000 for injury to or death of one person in one occurrence**
 - 2. \$5,000,000 for injury to or death of all persons in that occurrence**
 - 3. No liability for punitive damages (in excess of normal compensation)**
- E. Claims must be filed with board within 180 days after the loss occurs**

Note: The above information is “For Information Only.” In the case of civil liability suit, the local library attorney must be consulted.

LIABILITY COVERAGE FOR LIBRARIES

II. Limitations on the Civil Liability of Volunteer Directors (IC 34-4-11.5)

- A. Library board members covered as an individual who serves without compensation**
- B. Makes board member immune from civil liability arising from negligent performance of duties**
- C. “Performance” is defined as acts pertaining to the setting of policy and the controlling or overseeing of the activities of functional responsibilities of the library**

Note: The above information is “For Information Only.” In the case of civil liability suit, the local library attorney must be consulted.

LIABILITY COVERAGE FOR LIBRARIES

III. Indiana Political Subdivision Risk Management Commission (IC 27-1-29)

- A. Establishes a fund for payment of
claims under Tort Claims Act**
- B. All political subdivisions are eligible
for membership**
- C. Basic fund will pay up to \$300,000 for
injury or death of one person and
\$1,000,000 for all persons**
- D. Catastrophic liability fund estab-
lished (IC 27-1-29.1) to cover awards
greater than \$1,000,000 effective
July 1, 1987**

Note: The above information is "For Information Only." In the case of civil liability suit, the local library attorney must be consulted.

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM
	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	TOTAL:
	V	T	V	T	ULA-	V	T	V	T	ULA-	V	T	V	T	ULA-	CIRCULA-
	O	I	O	I	TION	O	I	O	I	TION	O	I	O	I	TION	TION
	L	T	L	T		L	T	L	T		L	T	L	T		
	U	L	U	L		U	L	U	L		U	L	U	L		
	M	E	M	E		M	E	M	E		M	E	M	E		
	E	S	E	S		E	S	E	S		E	S	E	S		
January 1995			S			S		S			S		S			
XX																
ADULT BOOKS																
Fiction	25	25			1844	60	60	4	4	2455	53	53	12	12	859	5158
Nonfiction	47	32			1575	62	46	2	2	1895	46	28	3	3	707	4177
CHILDREN'S BKS																
Fiction	20	20			2030	22	20	4	4	2220	17	17			880	5130
Nonfiction	6	6			648	10	10	1	1	979	4	4			268	1895
MAGAZINES, ADT					936					383					291	1610
MAGAZINES, CH					58					29					38	125
GRAPHIC MAT'L										19					7	26
MICROFORMS																0
SOUND RE/ADULT					370			8	8	525					271	1166
SOUND REC., CH 90 90					49	135	135			144	28	28			42	235
CD ROM SOFTWR																0
SOFTWARE																0
VERTICAL FILE					116	91	91			26						142
VHS					626					1111					621	2358
EQUIPMENT					0					2						2
TOTAL	188	173	0	0	8252	380	362	19	19	9788	148	130	15	15	3984	22024
XX																

PERCENT INCREASE/DECREASE -7.1% -7.9% 0.5%

END OF MONTH: DEMOTTE RENSSELAER WHEATFIELD

Total Materials Owned 30541 44364 23229

Total Titles Owned 28521 40722 21167

Daily Avg Circulation 330 392 159

XX

MONTHLY SYSTEM STATISTICS 1994 1995 % change

Circulation 24534 22024 -10%

Jan. to date circulation 24534 22024 -10%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
January 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4969	5299	2073	12341
Added this month	60	40	43	143
Withdrew this month	30	45	8	83
Total registered	4999	5294	2108	12401
Non-resident, paying	31	42	0	73
PLAC card users	0	3	0	3
Reciprocal borrowers	127	61	5	193
XX				
INTRALIBRARY LOANS FILLED	145	153	92	390
LOCAL HISTORY				
In person	8	18		26
Letters		1		1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	11	172	34	217
Software used	11	203	45	259
VCR Use	1			1
Microforms		32		32
Other	8	3	6	17
XX				
INTERLIBRARY LOANS				
Requests made for:	44	58	16	118
Items rec'd for:	31	49	13	93
Items outstanding:	13	9	3	25
Items from Indiana libraries	20	38	8	66
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
January 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	11	3	21	35
Number attending	187	34	420	641
YA Programs (14-17)				0
Number attending				0
Adult Programs	1	1		2
Number attending	20	4	15	39
Senior Citizen Programs	1			1
Number attending	11			11
TOTAL NO. OF PROGRAMS	13	4	21	38
TOTAL PERSONS ATTENDING	218	38	435	691

CIRCULATION BY PATRON CODE
January 1995

PATRONS	DEMOGTF		RFNSSFLAFR		WHFATFIFD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	943	12.3%	1195	12.8%	547	14.7%	2685	13.0%
Adult Female (1)	4292	56.0%	4933	53.0%	2138	57.4%	11363	54.9%
Juvenile 0-11 (2)	1288	16.8%	1305	14.0%	489	13.1%	3082	14.9%
YA 12-17 (3)	510	6.7%	641	6.9%	300	8.1%	1451	7.0%
Nonresident No Fee (4)	105	1.4%	143	1.5%	27	0.7%	275	1.3%
Board/Staff (5)	222	2.9%	407	4.4%	223	6.0%	852	4.1%
School (6)	0	0.0%	77	0.8%	0	0.0%	77	0.4%
St. Joseph College (7)	5	0.1%	86	0.9%	0	0.0%	91	0.4%
State Library Card (8)	0	0.0%	4	0.0%	0	0.0%	4	0.0%
Nonresident Fee (9)	97	1.3%	323	3.5%	0	0.0%	420	2.0%
Corporate (10)	0	0.0%	61	0.7%	0	0.0%	61	0.3%
Reciprocal (11)	207	2.7%	136	1.5%	0	0.0%	343	1.7%
Total	7669		9311		3724		20704	
Total items borrowed by nonresidents	414	5.4%	769	8.3%	27	0.7%	1210	5.8%

**Contacting
Our
Legislators**

The Honorable Michael Smith
Indiana House of Representatives
State House
Indianapolis, IN 46204
1-800-382-9841

The Honorable Katie Wolf
Indiana Senate
Third Floor, State House
Indianapolis, IN 46204
1-800-382-9842

The Honorable Evan Bayh
Governor of the State of Indiana
206 State House
Indianapolis, IN 46204

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
Week of January 9 - January 14, 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	87	114	68	269
Telephone: Reference	111	88	35	234
In-person: Directional	145	169	69	383
In-person: Reference	206	152	61	419
Total	549	523	233	1305

Monthly Equivalent for January 1995

REFERENCE QUESTIONS				
Telephone: Directional	363	475	283	1166
Telephone: Reference	463	367	146	1014
In-person: Directional	604	704	288	1660
In-person: Reference	858	633	254	1816
Total	2288	2266	971	5655

**Contacting
Our
Legislators**

The Honorable Michael Smith
Indiana House of Representatives
State House
Indianapolis, IN 46204
1-800-382-9841

The Honorable Katie Wolf
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Third Floor, State House
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The Honorable Evan Bayh
Governor of the State of Indiana
206 State House
Indianapolis, IN 46204

FINANCIAL REPORT BY FUND
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 95

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING FUND	63562.78	104312.03	104312.03	57423.69	57423.69	110451.12
101	PUBLIC LIBRARY ACCESS CARD	.00	.00	.00	.00	.00	.00
	GIFT FUNDS						
110.01	DEMOTTE GIFT FUND	2362.04	25.00	25.00	20.50	20.50	2366.54
110.02	RENSSELAER GIFT FUND	1718.02	5.00	5.00	121.82	121.82	1601.20
110.03	WHEATFIELD GIFT FUND	714.28	.00	.00	.00	.00	714.28
	BOND AND INTEREST						
120.02	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
120.03	RENS & DEM BOND AND INTEREST	28832.99	.00	.00	.00	.00	28832.99
125	HOST/HOSPITALITY FUND	.00	.00	.00	.00	.00	.00
130	LIRF FUND	23853.73	.00	.00	1125.00	1125.00	22728.73
	INVESTMENTS						
140.01	OPERATING FUND INVESTMENTS	200000.00	.00	.00	100000.00	100000.00	100000.00
140.02	LIRF INVESTMENTS	.00	.00	.00	.00	.00	.00
140.03	DEMOTTE BOND AND INTEREST	100000.00	.00	.00	.00	.00	100000.00
140.04	WHEATFIELD BOND AND INTEREST	.00	.00	.00	.00	.00	.00
	PETTY CASH						
150.01	DEMOTTE PETTY CASH	30.00	.00	.00	.00	.00	30.00
150.02	RENSSELAER PETTY CASH	60.00	.00	.00	.00	.00	60.00
150.03	WHEATFIELD PETTY CASH	30.00	.00	.00	.00	.00	30.00
160	RECIPROCAL BORROWING FUND	.00	.00	.00	.00	.00	.00
170	LEVY EXCESS FUND	8279.46	.00	.00	.00	.00	8279.46
180	CONSTRUCTION FUND	15344.67	311.78	311.78	400.00	400.00	15256.45
190	CASH CHANGE FUND	80.00	.00	.00	.00	.00	80.00
	WITHHOLDING ACCOUNTS						
200.01	FIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.02	FICA TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.03	GIT TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.04	CO TAX COLLECTED	.00	.00	.00	.00	.00	.00
200.05	IND.DEFERRED COMPENSATION	.00	.00	.00	.00	.00	.00
200.06	BONDS PURCHASED	.00	.00	.00	.00	.00	.00
200.07	HEALTH INSURANCE	735.30	.00	.00	-49.02	-49.02	784.32
200.08	P.E.R.F.	2583.03	.00	.00	1762.22	1762.22	820.81
200.09	GARNISHMENTS	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		448186.30	104653.81	104653.81	160804.21	160804.21	392035.90

{ CURRENT BANK BALANCES }

DATE { 31 Jan 95 }

A1 {BANK ONE CHECKING }	B1 {	144872.18}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	15256.45}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	0.00}
A4 {FIRST OF AMERICA BANK }	B4 {	9187.41}
A5 {DEMOTTE STATE BANK }	B5 {	13525.04}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	4116.06}
A7 {NBD BANK, N.A. }	B7 {	3846.23}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	1232.53}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	200000.00}
A10{ }	B10{	0.00}
A11{ }	B11{	0.00}
A12{ }	B12{	0.00}
A13{ }	B13{	0.00}
A14{ }	B14{	0.00}
A15{ }	B15{	0.00}

TOTAL	B16{	392035.90}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Jan 95

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	38730.00	.00	38730.00	3180.66	3180.66	35549.34	8%
1.12 SALARY OF ASSISTANTS	381564.00	.00	381564.00	27693.99	27693.99	353870.01	7%
1.13 WAGES OF JANITORS	26819.00	.00	26819.00	2106.10	2106.10	24712.90	8%
1.21 EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2523.02	2523.02	31617.98	7%
1.22 UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	78.07	78.07	1161.93	6%
1.23 EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	5166.01	5166.01	18051.99	22%
1.24 EMPLOYER'S CONTRIB.- INS.	16319.00	.00	16319.00	520.00	520.00	15799.00	3%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	194.67	194.67	1305.33	13%
2.11 OFFICIAL RECORDS	950.00	.00	950.00	419.73	419.73	530.27	44%
2.12 STATIONERY AND PRINTING	600.00	.00	600.00	.00	.00	600.00	0%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	.00	.00	4500.00	0%
2.21 CLEANING & SANITATION SUPPLIES	4000.00	.00	4000.00	65.51	65.51	3934.49	2%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	.00	20.00	0%
2.23 OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	.00	.00	2800.00	0%
2.31 BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	33.00	33.00	617.00	5%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	300.00	.00	300.00	.00	.00	300.00	0%
2.41 LIBRARY SUPPLIES	4000.00	.00	4000.00	181.66	181.66	3818.34	5%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	.00	5000.00	0%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	2500.00	.00	2500.00	.00	.00	2500.00	0%
3.14 OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.21 TELEPHONE	25000.00	.00	25000.00	1632.25	1632.25	23367.75	7%
3.22 POSTAGE	7500.00	.00	7500.00	693.42	693.42	6806.58	9%
3.23 TRAVELING EXPENSE	4000.00	.00	4000.00	83.75	83.75	3916.25	2%
3.24 PROFESSIONAL MEETINGS	6000.00	.00	6000.00	254.00	254.00	5746.00	4%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	77.40	77.40	422.60	15%
3.32 OTHER PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
3.41 OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42 OTHER INSURANCE	18000.00	.00	18000.00	.00	.00	18000.00	0%
3.51 GAS	27000.00	.00	27000.00	1402.59	1402.59	25597.41	5%
3.52 ELECTRICITY	57000.00	.00	57000.00	1952.62	1952.62	55047.38	3%
3.53 WATER	1600.00	.00	1600.00	102.75	102.75	1497.25	6%
3.54 WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	100.97	100.97	3099.03	3%
3.61 BUILDING & STRUCTURES	16000.00	.00	16000.00	.00	.00	16000.00	0%
3.62 EQUIPMENT	4000.00	.00	4000.00	42.00	42.00	3958.00	1%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	33.95	33.95	216.05	14%
3.81 PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82 INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	1800.00	.00	1800.00	.00	.00	1800.00	0%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95 SERVICE CONTRACTS	10000.00	.00	10000.00	297.63	297.63	9702.37	3%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	35000.00	.00	35000.00	1634.25	1634.25	33365.75	5%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4 FURNITURE & EQUIPMENT	12000.00	.00	12000.00	.00	.00	12000.00	0%
4.51 BOOKS	113000.00	.00	113000.00	6167.29	6167.29	106832.71	5%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	277.40	277.40	34722.60	1%
4.53 NONPRINTED MATERIALS	17000.00	.00	17000.00	509.00	509.00	16491.00	3%
TOTAL	654071.00	.00	654071.00	57400.00	57400.00	596671.00	6%

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

31 Jan 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	.00	.00	.00	.00	.00
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	400.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	311.78	4204.11	.00	.00	4204.11
	-TOTAL-	15344.67	311.78	15656.45	400.00	400.00	15256.45

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Jan 95

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	02008	JASPER COUNTY PUBLIC LIBRARY	100000.00	27 JAN 95	CD MATURED #001-046-6213391
004262	01892	BACHMAN, CAROL	503.37	10 JAN 95	PAYROLL
004263	01906	JUDY T. BAKKER	93.45	10 JAN 95	PAYROLL
004264	01890	MARLENE BEEDLE	274.40	10 JAN 95	PAYROLL
004265	01895	JULIE A. BEST	190.87	10 JAN 95	PAYROLL
004266	01880	GLENDA BROWN	481.88	10 JAN 95	PAYROLL
004267	01884	RENEE CARR	352.10	10 JAN 95	PAYROLL
004268	01883	LYNN DAUGHERTY	1034.69	10 JAN 95	PAYROLL
004269	01889	JULIE EISELE	352.52	10 JAN 95	PAYROLL
004270	01874	CHARLOTTE FAGEN	587.53	10 JAN 95	PAYROLL
004271	01887	PAMELA FERBER	618.08	10 JAN 95	PAYROLL
004272	01896	GALLINA, KATHLEEN M.	570.39	10 JAN 95	PAYROLL
004273	01888	KIMBERLY GARWOOD	770.43	10 JAN 95	PAYROLL
004274	01904	MOLLY A. GATLIN	74.76	10 JAN 95	PAYROLL
004275	01886	ROSE E. HOWARD	478.38	10 JAN 95	PAYROLL
004276	01893	GAIL M. JUNG	563.57	10 JAN 95	PAYROLL
004277	01907	ANGELA M. KARCH	91.55	10 JAN 95	PAYROLL
004278	01881	DIANA KOOS	123.43	10 JAN 95	PAYROLL
004279	01877	JOAN KOPANDA	382.27	10 JAN 95	PAYROLL
004280	01900	PAMELA D. KYLE	68.08	10 JAN 95	PAYROLL
004281	01897	SHARON K. LEWIS	88.23	10 JAN 95	PAYROLL
004282	01903	LOEHRER, KAREN L.	296.57	10 JAN 95	PAYROLL
004283	01891	CAROL MITCHELL	367.77	10 JAN 95	PAYROLL
004284	01879	BONNIE POWELL	362.69	10 JAN 95	PAYROLL
004285	01875	SHARON SCHULENBERG	527.28	10 JAN 95	PAYROLL
004286	01882	EILEEN SPURGEON	55.41	10 JAN 95	PAYROLL
004287	01898	LYNN M. STALBAUM	77.39	10 JAN 95	PAYROLL
004288	01901	JACK STANDISH	391.53	10 JAN 95	PAYROLL
004289	01876	JILL TACHTIRIS	540.17	10 JAN 95	PAYROLL
004290	01905	ELAINE WALING	84.06	10 JAN 95	PAYROLL
004291	01894	WEBSTER, RACHAEL D.	169.38	10 JAN 95	PAYROLL
004292	01885	WHITED, AMBER	279.52	10 JAN 95	PAYROLL
004293	01878	DIANE WIERS	437.24	10 JAN 95	PAYROLL
004294	01902	MARGARET M. WOODS	347.53	10 JAN 95	PAYROLL
004295	01899	LEANNE YORK	739.35	10 JAN 95	PAYROLL
004296	01981	BACHMAN, CAROL	458.16	25 JAN 95	PAYROLL
004297	01995	JUDY T. BAKKER	89.71	25 JAN 95	PAYROLL
004298	01979	MARLENE BEEDLE	279.99	25 JAN 95	PAYROLL
004299	01984	JULIE A. BEST	329.27	25 JAN 95	PAYROLL
004300	01969	GLENDA BROWN	459.44	25 JAN 95	PAYROLL
004301	01973	RENEE CARR	352.10	25 JAN 95	PAYROLL
004302	01972	LYNN DAUGHERTY	1067.43	25 JAN 95	PAYROLL
004303	01978	JULIE EISELE	321.92	25 JAN 95	PAYROLL
004304	01963	CHARLOTTE FAGEN	611.16	25 JAN 95	PAYROLL
004305	01976	PAMELA FERBER	648.05	25 JAN 95	PAYROLL
004306	01985	GALLINA, KATHLEEN M.	568.65	25 JAN 95	PAYROLL
004307	01977	KIMBERLY GARWOOD	859.10	25 JAN 95	PAYROLL
004308	01993	MOLLY A. GATLIN	60.50	25 JAN 95	PAYROLL

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004309	01975	ROSE E. HOWARD	493.63	25 JAN 95	PAYROLL
004310	01982	GAIL M. JUNG	592.66	25 JAN 95	PAYROLL
004311	01996	ANGELA M. KARCH	76.60	25 JAN 95	PAYROLL
004312	01997	MAIA S. KINGMAN	50.13	25 JAN 95	PAYROLL
004313	01970	DIANA KOOY	108.22	25 JAN 95	PAYROLL
004314	01966	JOAN KOPANDA	359.40	25 JAN 95	PAYROLL
004315	01986	SHARON K. LEWIS	88.23	25 JAN 95	PAYROLL
004316	01991	LOEHRER, KAREN L.	391.13	25 JAN 95	PAYROLL
004317	01980	CAROL MITCHELL	402.93	25 JAN 95	PAYROLL
004318	01968	BONNIE POWELL	340.56	25 JAN 95	PAYROLL
004319	01964	SHARON SCHULENBERG	445.91	25 JAN 95	PAYROLL
004320	01971	EILEEN SPURGEON	56.52	25 JAN 95	PAYROLL
004321	01987	LYNN M. STALBAUM	77.39	25 JAN 95	PAYROLL
004322	01989	JACK STANDISH	360.74	25 JAN 95	PAYROLL
004323	01965	JILL TACHTIRIS	472.47	25 JAN 95	PAYROLL
004324	01992	NICOLE E. VIROK	19.62	25 JAN 95	PAYROLL
004325	01994	ELAINE WALING	117.71	25 JAN 95	PAYROLL
004326	01983	WEBSTER, RACHAEL D.	119.83	25 JAN 95	PAYROLL
004327	01974	WHITED, AMBER	229.26	25 JAN 95	PAYROLL
004328	01967	DIANE WIERS	433.27	25 JAN 95	PAYROLL
004329	01990	MARGARET M. WOODS	339.38	25 JAN 95	PAYROLL
004332	01988	LEANNE YORK	736.85	25 JAN 95	PAYROLL
013259	01961	RENSSELAER REPUBLICAN	-77.40	16 JAN 95	CORRECT VOUCHER #01950
013487	01908	BANK ONE	4031.84	10 JAN 95	FICA & FED TAXES WITHHELD 10
013488	01909	INDIANA DEFERRED COMPENSATIO	135.00	10 JAN 95	WITHHELD FROM 10 JAN 95 PAYR
013489	01910	NORTHWESTERN INDIANA TELEPHO	113.60	10 JAN 95	DEMOTTE-JAN. SERVICE-TELEPHO
013490	01911	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 JAN 95	NOVEMBER SEWAGE-DEMOTTE
013491	01912	UNITED TELEPHONE COMPANY	589.94	10 JAN 95	RENSSELAER-TELEPHONE-JANUARY
013492	01913	A.E. BOYCE CO., INC.	419.73	16 JAN 95	VENDOR CHECKS
013493	01914	AVC CORPORATION	94.00	16 JAN 95	SERVICE AGREEMENT-FEB.1995
013494	01915	BAKER & TAYLOR	382.41	16 JAN 95	CONTINUATIONS,BOOKS
013495	01916	BAKER & TAYLOR	4461.22	16 JAN 95	BOOKS,GIFT FUND BOOKS,LEASE
013496	01917	BEN FRANKLIN	20.50	16 JAN 95	DEM. CHILDREN'S PROGRAMS-GAM
013497	01918	BETTER CONTAINERS MFG. CO. I	85.82	16 JAN 95	LIBRARY BAGS-RENS.
013498	01919	BETTY A. HUFF (PAS-TIME BOO	165.35	16 JAN 95	BOOKS
013499	01920	BROWN'S GARDEN SHOPPE	65.95	16 JAN 95	CHRISTMAS DECORATIONS-RENS.
013500	01921	CAREER TRACK INC.	39.00	16 JAN 95	HOW TO HANDLE PEOPLE W/TACT
013501	01922	CAROL BACHMAN	22.00	16 JAN 95	MILEAGE
013502	01923	CHARLOTTE FAGEN	25.00	16 JAN 95	MILEAGE & BK.PRIZE FOR CH. P
013503	01924	COBB GROUP	39.00	16 JAN 95	MAGAZINE SUBS.-MANAGEMENT
013504	01925	CURRENT LEADERS PUBLISHING C	156.50	16 JAN 95	BINDER,3-ANNUAL SUBSC.THUR 4
013505	01926	DIANA KOOY	11.00	16 JAN 95	MILEAGE
013506	01927	FAGEN PHARMACY	5.92	16 JAN 95	UPS POSTAGE
013507	01928	FASE'S	33.00	16 JAN 95	REDOUT FOR WATER SOFTNER-DEM
013508	01929	FILIP INC.	65.51	16 JAN 95	ICE MELT, M-FOLD TOWELS
013509	01930	GAIL JUNG	11.75	16 JAN 95	MILEAGE
013510	01931	GALE RESEARCH INC.	509.00	16 JAN 95	CD-ROM, 1995 DISCOVERING JOB
013511	01932	GOODWIN FIRE EQUIPMENT	42.00	16 JAN 95	SEMI-ANNUAL FIRE EXTINGUISHE

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013512	01933	GRUBE CONSTRUCTION INC.	1125.00	16 JAN 95	SEWER CONNECTION-WHEATFIELD
013513	01934	JOURNAL AND COURIER	60.00	16 JAN 95	SUBSCRIPTION-1/12/95-6/28/95
013514	01935	INDIANA DEPT.OF WORKFORCE DE	78.07	16 JAN 95	4TH QTR. UNEMPLOYMENT COMPEN
013515	01936	LAKE COUNTY PUBLIC LIBRARY	125.00	16 JAN 95	SOARING TO EXCELLENCE TELECO
013516	01937	LDDS COMMUNICATIONS	807.97	16 JAN 95	DATA LINES & LONG DISTANCE-D
013517	01938	LYNN DAUGHERTY	11.00	16 JAN 95	MILEAGE
013518	01939	MARY K. MARTIN	194.67	16 JAN 95	YEAR END-BACKUP AUTOMATION S
013519	01940	MIRIAM LAWYER	13.00	16 JAN 95	MILEAGE
013520	01941	MOOLENAAR & HUGHES PROF.LAWN	696.00	16 JAN 95	ANNUAL LAWN APPLICATION SERV
013520	02007	MOOLENAAR & HUGHESE PROF.LAW	-696.00	25 JAN 95	VOID #01941 & CHECK# 013520
013521	01942	NATIONAL GEOGRAPHIC SOCIETY	13.90	16 JAN 95	BOOK
013522	01943	NIALSA	90.00	16 JAN 95	TWO NIALSA WORKSHOPS - 2/24/
013523	01944	PERMA-BOUND	150.23	16 JAN 95	BOOKS
013524	01945	POSTMASTER	24.00	16 JAN 95	ANNUAL PO BOX RENTAL-WHEATFI
013525	01946	POSTMASTER GENERAL	687.50	16 JAN 95	STAMPS: 1800-32 CENT,100-\$1,
013526	01947	PUBLIC EMPLOYEES' RETIREMENT	7749.04	16 JAN 95	4TH QUARTER 1994 PAYMENT
013527	01948	REVCO D.S., INC.	12.00	16 JAN 95	DEC.SUNDAY NEWSPAPERS-DEM.
013528	01949	RAND MCNALLY & COMPANY	298.74	16 JAN 95	ATLAS
013529	01950	RENSSELAER REPUBLICAN	77.40	16 JAN 95	CLASSIFIED AD-TECH.SERVICES
013529	01962	RENSSELAER REPUBLICAN	77.40	16 JAN 95	CLASSIFIED AD-TECH SERV. LIB
013530	01951	SECURITY COURIERS CORP.	297.63	16 JAN 95	TRANSPORT SERVICE-12/9 THRU
013531	01952	SIMPLEX TIME RECORDER CO.	1540.25	16 JAN 95	ANNUAL MAINT. AGREEMENT THRU
013532	01953	SPRINT PUBLISHING & ADVERTIS	21.06	16 JAN 95	PHONE BOOK
013533	01954	STANDARD & POOR'S CORP.	625.00	16 JAN 95	STOCK REGISTER-DEMOTTE-2/95
013534	01955	TEETERS CULLIGAN	29.75	16 JAN 95	JAN. COOLER RENTAL & WATER-W
013535	01956	TIME-LIFE EDUCATION	14.70	16 JAN 95	BOOK
013536	01957	THE TIMES	166.40	16 JAN 95	NEWSPAPER SUBSC.-DEMOTTE THR
013537	01958	UNITED SUPPLY CO. INC.	1.45	16 JAN 95	FELT PIECES-RENS. CHILDREN'S
013538	01959	WAL-MART STORES, INC.	18.44	16 JAN 95	CH. WINTER READING PROGRAM-R
013539	01960	STEEL CRAFT FABRICATORS	400.00	16 JAN 95	HANDRAIL-DEMOTTE CONSTRUCTIO
013540	01998	BANK ONE	4089.17	25 JAN 95	FED & FICA TAX WITHHELD 25 J
013541	01999	INDIANA DEFERRED COMPENSATIO	135.00	25 JAN 95	WITHHELD FROM 25 JAN 95 PAYR
013542	02000	INDIANA DEPARTMENT OF REVENU	1376.34	25 JAN 95	STATE & COUNTY TAX WITHHELD J
013543	02001	ACORDIA PERSONAL BENEFITS, I	592.80	25 JAN 95	QRTLY INS.PREMIUM - JUNG, BA
013544	02002	CITY OF RENSSELAER	2578.15	25 JAN 95	RENSSELAER UTILITIES-DEC 199
013545	02004	NIPSCO	901.21	25 JAN 95	WHEATFIELD UTILITIES-DEC. 19
013546	02005	TOWN OF WHEATFIELD SEWER WOR	41.05	25 JAN 95	WHEATFIELD SEWAGE-FEB 1995
013547	02006	UNITED TELEPHONE COMPANY	120.74	25 JAN 95	WHEATFIELD TELEPHONE- JAN 19

--TOTAL AMOUNT OF CLAIMS-- 160804.21

Transferred \$ 21,427.04 from First of America Bank to Bank One Checking to satisfy State Depository Laws.

Transferred \$ 24,430.89 from DeMotte State Bank to Bank One Checking to satisfy State Depository Laws.

Transferred \$ 7,378.83 from Indiana Federal Bank for Savings to Bank One Checking to satisfy State Depository Laws.

Transferred \$ 6,799.29 from NBD Bank, N.A. to Bank One to satisfy State Depository Laws.

Transferred \$ 1,714.65 from First Federal Savings Bank to Bank One Checking to satisfy State Depository Laws.

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 160804.21. Dated 13 FEB 95.

_____	_____
_____	_____
_____	_____
_____	_____

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004334	02028	BACHMAN, CAROL	551.41	10 FEB 95	PAYROLL
004335	02042	JUDY T. BAKKER	67.28	10 FEB 95	PAYROLL
004336	02026	MARLENE BEEDLE	372.91	10 FEB 95	PAYROLL
004337	02031	JULIE A. BEST	407.18	10 FEB 95	PAYROLL
004338	02016	GLENDA BROWN	546.17	10 FEB 95	PAYROLL
004339	02020	RENEE CARR	433.69	10 FEB 95	PAYROLL
004340	02019	LYNN DAUGHERTY	1067.43	10 FEB 95	PAYROLL
004341	02025	JULIE EISELE	351.52	10 FEB 95	PAYROLL
004342	02010	CHARLOTTE FAGEN	611.16	10 FEB 95	PAYROLL
004343	02023	PAMELA FERBER	648.05	10 FEB 95	PAYROLL
004344	02032	GALLINA, KATHLEEN M.	568.65	10 FEB 95	PAYROLL
004345	02024	KIMBERLY GARWOOD	859.10	10 FEB 95	PAYROLL
004346	02040	MOLLY A. GATLIN	103.89	10 FEB 95	PAYROLL
004347	02022	ROSE E. HOWARD	601.59	10 FEB 95	PAYROLL
004348	02029	GAIL M. JUNG	615.58	10 FEB 95	PAYROLL
004349	02043	ANGELA M. KARCH	91.55	10 FEB 95	PAYROLL
004350	02044	MAIA S. KINGMAN	171.98	10 FEB 95	PAYROLL
004351	02017	DIANA KOBY	121.74	10 FEB 95	PAYROLL
004352	02013	JOAN KOPANDA	445.45	10 FEB 95	PAYROLL
004353	02033	SHARON K. LEWIS	88.23	10 FEB 95	PAYROLL
004354	02038	LOEHRER, KAREN L.	459.30	10 FEB 95	PAYROLL
004355	02027	CAROL MITCHELL	475.57	10 FEB 95	PAYROLL
004356	02015	BONNIE POWELL	400.51	10 FEB 95	PAYROLL
004357	02045	ROBYN L. SCHAEZEL	63.51	10 FEB 95	PAYROLL
004358	02011	SHARON SCHULENBERG	539.03	10 FEB 95	PAYROLL
004359	02018	EILEEN SPURGEON	56.52	10 FEB 95	PAYROLL
004360	02034	LYNN M. STALBAUM	89.01	10 FEB 95	PAYROLL
004361	02036	JACK STANDISH	399.03	10 FEB 95	PAYROLL
004362	02012	JILL TACHTIRIS	563.00	10 FEB 95	PAYROLL
004363	02039	NICOLE E. VIROK	39.20	10 FEB 95	PAYROLL
004364	02041	ELAINE WALING	61.63	10 FEB 95	PAYROLL
004365	02030	WEBSTER, RACHAEL D.	146.88	10 FEB 95	PAYROLL
004366	02021	WHITED, AMBER	240.18	10 FEB 95	PAYROLL
004367	02014	DIANE WIERS	550.64	10 FEB 95	PAYROLL
004368	02037	MARGARET M. WOODS	402.93	10 FEB 95	PAYROLL
004369	02035	LEANNE YORK	736.85	10 FEB 95	PAYROLL
013548	02046	BANK ONE	4694.71	10 FEB 95	FED & FICA TAX WITHHELD 10 F
013549	02047	INDIANA DEFERRED COMPENSATIO	135.00	10 FEB 95	WITHHELD FROM 10 FEB 95 PAYR
013550	02048	ACORDIA PERSONAL BENEFITS, I	1871.68	10 FEB 95	QTLY. INSURANCE PREMIUMS-BES
013551	02049	ACE HARDWARE	28.76	13 FEB 95	HARDWARE, ICE MELT, CLEANING
013552	02050	AMERICAN LIBRARY ASSN	724.20	13 FEB 95	MEMBERSHIP DUES,BOOKMARKS,BO
013553	02051	ASSOCIATED LIBRARIES, INC.	234.32	13 FEB 95	BOOKS
013554	02052	AVC CORPORATION	94.00	13 FEB 95	COMPUTER SERVICE AGREEMENT-3
013555	02053	BAKER & TAYLOR	664.12	13 FEB 95	CONTINUATIONS-BOOKS
013556	02054	BAKER & TAYLOR	2179.34	13 FEB 95	BOOKS & GIFT FUND BOOK
013557	02055	BARGAINS GALORE	20.00	13 FEB 95	PENCILS-WHEATFIELD CHILDREN
013558	02056	BANK ONE	32.00	13 FEB 95	SAFETY DEPOSIT BOX ANNUAL RE
013559	02057	BETTER CONTAINERS MFG. CO. I	85.82	13 FEB 95	BOOK BAGS-WHEATFIELD LIB.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013560	02058	CAROL BACHMAN	11.00	13 FEB 95	MILEAGE
013561	02059	CHARLOTTE FAGEN	24.57	13 FEB 95	CRAFTS,WINTER READING BOOK P
013562	02060	CIRCLE "R" MECHANICAL, INC.	1780.90	13 FEB 95	QTLY MTNCE,REPL.ACTUATOR,SER
013563	02061	COAST TO COAST	6.69	13 FEB 95	WAX APPLICATOR
013564	02062	CROWN COMPUTER	25.95	13 FEB 95	COMPUTER MOUSE REPLACEMENT-D
013565	02063	DEMCO	219.90	13 FEB 95	HANGUP BAGS,MAG.FILE CARDS,S
013566	02064	FACTS ON FILE, INC.	311.79	13 FEB 95	BOOKS
013567	02065	FILIP INC.	254.09	13 FEB 95	ICE MELT,KLEENEX,M-FOLDS,SS
013568	02066	GAIL JUNG	27.39	13 FEB 95	DEMOTTE PETTY CASH
013569	02067	GAIL JUNG	18.22	13 FEB 95	WHEATFIELD PETTY CASH
013570	02068	GLENDA BROWN	29.00	13 FEB 95	MILEAGE
013571	02069	GROLIER PUBLISHING COMPANY	116.87	13 FEB 95	BOOKS
013572	02070	HANSEN'S SNOW REMOVAL	865.00	13 FEB 95	JANUARY SNOW REMOVAL-DEMOTTE
013573	02071	HERITAGE OFFICE PRODUCTS, IN	214.34	13 FEB 95	COPIER #1514 DRUM, SILVER MA
013574	02072	HP PRODUCTS CORP.	257.29	13 FEB 95	CLEANING & JANITORIAL SUPPLI
013575	02073	INDIANA JIM'S LOCKERY	50.00	13 FEB 95	ENTRY DOOR REPAIRS-DEMOTTE
013576	02074	INFORMATION & RECORDS ASSOC.	57.50	13 FEB 95	TONER
013577	02075	JACK STANDISH	11.00	13 FEB 95	MILEAGE
013578	02076	JOURNAL AND COURIER	199.44	13 FEB 95	CLASSIFIED AD-TECH.SERV. POS
013579	02077	KOLORTECH, INC.	900.22	13 FEB 95	FLOURESCENT BULBS & FLAG FLO
013580	02078	LDOS COMMUNICATIONS	808.44	13 FEB 95	DATA LINES & LONG DISTANCE S
013581	02079	LEANNE YORK	31.64	13 FEB 95	UPS FOR MICROFILMING NEWSPAP
013582	02080	LIBRARY STORE, INC.	590.00	13 FEB 95	MAGAZINE FILE BOXES
013583	02081	LYNN DAUGHERTY	76.00	13 FEB 95	MILEAGE & VIDEO
013584	02083	MARGE HOHNER	13.00	13 FEB 95	MILEAGE TO JANUARY BOARD MEE
013585	02084	MOOLENAAR SUPREME PROF.LAWN	696.00	13 FEB 95	LAWN CARE APPLICATIONS
013586	02085	NIALSA	125.00	13 FEB 95	"SURFING 101-THE INTERNET" W
013587	02086	NIPSCO	2613.71	13 FEB 95	DEMOTTE-UTILITIES-JAN. 1995
013588	02087	NORTHWESTERN INDIANA TELEPHO	127.95	13 FEB 95	DEMOTTE-TELEPHONE-FEB 1995
013589	02088	OOMS DISPOSAL SERVICE INC.	90.00	13 FEB 95	SEMI-ANNUAL TRASH SERVICE-D
013590	02089	PERMA-BOUND	35.89	13 FEB 95	BOOKS
013591	02090	PHILIP HOWARD	73.00	13 FEB 95	SNOW REMOVAL-WHEATFIELD & JA
013592	02091	QUILL	274.67	13 FEB 95	COMP.& TYPE.RIBBONS,FOLDERS,
013593	02092	RENSSELAER POLICE DEPARTMENT	120.00	13 FEB 95	ANNUAL ALARM SERVICE
013594	02093	RENSSELAER REPUBLICAN	16.65	13 FEB 95	CLASSIFIED AD-TECH. SERV. LI
013595	02094	RIVIERA FINANCE	126.80	13 FEB 95	VIDEOS
013596	02095	SAINT JOSEPH COLLEGE	67.48	13 FEB 95	WORK STUDY GRANT PROGRAM-LIS
013597	02096	SECURITY COURIERS CORP.	727.54	13 FEB 95	TRANSPORT SERVICE THRU 1/27/
013598	02097	SPRINT PUBLISHING & ADVERTIS	25.05	13 FEB 95	PHONEBOOK
013599	02098	SUNSET PUBLICATIONS, INC.	132.78	13 FEB 95	AUDIO TAPES
013600	02099	TEETERS CULLIGAN	9.95	13 FEB 95	WATER COOLER RENTAL-FEB. 199
013601	02100	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	13 FEB 95	SEWER SERVICE-DECEMBER 1994
013602	02101	TYSEN'S COUNTRY GROCERY, INC	54.75	13 FEB 95	CLEANING SUP,.CHILD.PROG.ITE
013603	02102	UNITED TELEPHONE COMPANY	604.63	13 FEB 95	TELEPHONE-RENS.-JANUARY 1995
013604	02103	VIDEO STORE SERVICES	44.98	13 FEB 95	VIDEO REPAIR SUPPLIES
013605	02104	VIKING OFFICE PRODUCTS	141.08	13 FEB 95	FOLDERS, INDEX CARDS, COPY P
013606	02105	WALKER DISPLAY INC.	150.50	13 FEB 95	PICTURE HANGING DEVICES
013607	02106	WAL-MART STORES, INC.	10.37	13 FEB 95	RENS. CHILDREN PROGRAM SUPPL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013608	02107	WILCO PICK & SAVE	127.68	13 FEB 95	AUDIO TAPE & BOOKS
nstr.Fund 013609	02108	T.C.& M., INC.	2657.60	13 FEB 95	ENTRY GLOBES-RENS.LIB. BLDG.-(only \$2625.)
013550	02109	ACORDIA PERSONAL BENEFITS, I	-1871.68	13 FEB 95	VOID VOUCHER #02048, CK. #01
013610	02110	ACORDIA PERSONAL BENEFITS, I	1589.58	13 FEB 95	QTLY INS.PREMIUMS-WIERS, EIS
--TOTAL AMOUNT OF CLAIMS--			40403.22		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 40403.22.. Dated 13 FEB 95.

_____	_____
_____	_____
_____	_____
_____	_____

EFFECTIVE SERVICE THROUGH PLANNING 1989 - 1994

Jasper County Public Library Five Year Plan

The goal of this organization is to provide effective library service to the community, and this plan will serve as a blueprint for raising the level of service. The following objectives reflect the library board's and the library director's plan to meet the mission and goal of the Jasper County Public Library:

1. Establish and maintain quality and efficiency of operations.
2. Provide effective and relevant services to the users.
3. Maintain adequate physical facilities.
4. Maintain continuous and rational collection development.
5. Maintain quality staff and engage in staff development.
6. Maintain an effective level of administration of the library system.

1. Establish programs to increase the use of the library by the following groups: men, the homebound, new residents, and teens.

- 1.1 Increase the number of male library users over the age of 14 by 5% annually.

1.12 Rensselaer Circulation Staff will survey the registration files to determine the number of male patrons currently registered to determine the amount necessary to elicit a 5% annual increase by June 1989.

We decided to wait until we were automated to attempt this task. However, we have, instead, chosen to use the monthly average of books circulated to adult males as our baseline figure. In the first year since doing so, circulation to men has increased only 1/10 of a percent. We hypothesize that many women check out books for their husbands and that we will never have a true count.

1.13 Branch Librarians will develop a program to register male community members by January 1990.

Not done.

1.14 Each Branch Librarian will speak to at least three groups annually emphasizing those library items and services of interest to men.

In most years, we speak once or twice to each Rotary Club. We have not done this in 1994.

1.15 Each issue of Opus will include a business persons column highlighting items and services of interest to the business community.

We now publish a two page Library Express monthly. Because of the number of services and programs we need to highlight, we have not included a monthly article for business persons.

1.16 Each Branch Librarian will plan and execute two programs per year of interest to the business community beginning in 1990. These could be done in conjunction with local groups such as Chamber of Commerce, Rotary, Lions, etc. (see item 5)

In 1991 DeMotte and Rensselaer each offered 2 programs to businesses. Pam also worked with the DeMotte Chamber of Commerce to develop their annual 39 page brochure. In 1992, business programs were shown to be not practical for Wheatfield as demonstrated by no attendance at one program and attendance by 2 out-of-county women at another program. Several non-business programs in 1993 were attended by a large % of men at Rensselaer: genealogy (2 programs), Reminiscences of Downtown Rensselaer (-2 programs), Wills & trusts. It was noted that Rensselaer was providing programs on problems of small business through other organizations. The Library should not try to duplicate. In 1994, a Hunter Safety program at Wheatfield had good male attendance. So did Sports Card Swaps, a program on Civil War Reenacting, one on Personal Credit Reports, an Indian Pow Wow for all ages, and a program on Boxing Basics (although only 4 males out of 7 attending).

1.2 Increase all three shut-in services by one person per month.

1.21 Public Services Assistant, DeMotte & Wheatfield Branch Librarians will develop a publicity plan for service by December 1989.

Done. We have advertised this program regularly each year - in newspapers, on the radio, at the Wheatfield Senior Citizen's Center, etc. We still have only a few users at each library.

1.22 Public Services Assistant, DeMotte & Wheatfield Branch Librarians will contact Jasper County groups that work with area senior citizens concerning the availability of the shut-in service by June 1989.

Done periodically.

1.3 Director will develop a brochure to be given to local newcomers groups, realtors, Chambers of Commerce, and other agencies who have contact with new residents explaining library services and listing addresses and phone numbers of all libraries by February 1989.

Done.

1.4 Branch Librarians will survey local middle and high schools to determine library use by teenagers and set goals for increased use of the library by this group by June 1989.

Not done.

1.41 Branch Librarians will develop a program to encourage the use of the library by teenagers by December 1989.

Done. Special programs at all libraries.

1.5 Branch Librarians will set budget and selection goals to increase the materials of interest to these above special interest groups by the end of 1989.

Budgets set each year for ya materials. No specific budgets set for business or shut-ins. Significant purchases have been made at all libraries in investment field.

2. Increase patron use hours by opening the libraries more evening and/or morning hours where appropriate.

Done. DeMotte and Rensselaer open one hour earlier each morning. Wheatfield is open 2 1/2 hrs longer (Tuesday mornings).

3. Establish an effective volunteer program and work closely with the Friends of the Library groups to increase effectiveness.

- 3.1 Director, Branch Librarians, and Library Board will determine if it is feasible to hire a part time volunteer coordinator by June 1990.

Not done.

- 3.2 Director will investigate the possibility of sharing the cost of a volunteer coordinator with other local agencies such as Crisis Center, Council on Aging, etc. by June 1990.

Not done

- 3.3 Director will contact the college concerning internships for college students both from St. Joseph and other colleges to gain work experience.

Presently using work-study students from St. Joe at Rensselaer.

- 3.4 The Library Board will establish policies and procedures concerning a volunteer program with the advice of the Director and Branch Librarians by the end of 1990.

No formally established volunteer program. Most adult volunteers come through the Friends of the Library programs at D & R. None at Wheatfield. DeMotte has an active youth volunteer program with set rules and training sessions. Rensselaer Youth Services Specialist is working on an informal basis with children and ya volunteers.

- 3.5 Branch Librarian will establish a program for the revitalization of the Friends of the Rensselaer Library including handouts, finding leaders, and programming by March 1989.

Done.

4. Provide additional space for:

- 4.1 The expansion and maintenance of collections.

4.11 Director will increase newspaper budgets for each library, and Branch Librarians will increase the number of daily newspapers by one annually for each library.

We have added fewer. DeMotte presently has 7; Wheatfield has 6; Rensselaer has 7.

4.12 Branch Librarians will refocus the emphasis of the audio and video collections and determine an annual breakdown of purchasing considering CD's and audiocassettes, and videos titles including foreign, classic, education and how-to videos in addition to recent releases by March 1990.

Done.

4.13 Branch Librarians will plan for space needs to increase the genealogy and local history collections by June 1991.

Done.

4.14 Rensselaer Headquarters Librarian will investigate expanding the microfilm newspaper collection as to cost and storage by May 1993.

Done. Storage space is very adequate at DeMotte and Rensselaer. Rensselaer has a standing order for the Rensselaer Republican and has all available past issues of Jasper County newspapers. DeMotte has all available issues of the K-V Post and is presently using gift funds to have recent years microfilmed. This will then be done on a standing order basis.

4.15 Director will study the possibility of developing other microfiche/film collections and the equipment, readers and printers, necessary to access the collections by May 1992.

We have added other Jasper County population censuses to our microfilm collections at DeMotte and Rensselaer. We have purchased new reader/printers but are concentrate more on CD ROM for information storage, adding software and workstations at all libraries.

4.16 Each May prior to budget preparation, Branch Librarians will analyze magazine collections to plan for expansion coinciding with indexing tools.

Done annually. We have had a 63% increase in the number of titles owned since the beginning of this 5 year period. We own 464 subscriptions (267 different titles).

4.17 Library Board annually will budget adequate funds necessary for the expansion of collections.

Done annually. Funds spent on collection development have increased 58.6% since the beginning of this 5 year period.

4.2 Library Board will plan and provide appropriate work areas for staff members by December 1994.

Done 1992.

4.3 Library Board will plan for and provide comfortable and quiet patron use study areas at the Rensselaer and DeMotte Libraries by December 1994.

Done 1992.

4.4 Director and appropriate Branch Librarians will investigate and provide for increased parking areas for automobiles and bicycles where appropriate by October 1990.

Done for DeMotte and Rensselaer 1992. Bike rack for Wheatfield removed due to lack of use.

- 4.5 The Library Board will insure access to all buildings for those who have mobility problems by December 1994.

Done 1992.

- 4.6 When planning for expansion or replacement of buildings, the Library Board will consider the following items:

Adequate storage areas	Computer rooms
Study rooms	Directional signage
Adequate children's areas	Separate magazine areas
Number and size of public meeting rooms	

Done 1992.

5. The library will provide programming for special interest groups.

- 5.1 The Director will establish a programming committee to plan and assess at least three annual programs per library to include but not be limited to the following by January 1990:

Rainy day program	Business programs
Teens	Genealogy and local history
Programs for senior citizens	Programs for shut-ins
Young adult authors program	Authors
Computer Use Classes	Poetry workshop
Veterinary program	Travel programs
Special Interest Clubs	Book club
Local artist programs and displays	Do-it-yourself programs
Literacy program coordinated with existing programs	
Speaker programs with state and local government officials	
Programs for getting people excited and talking about books	
Homework program for students (in-house and/or on the telephone)	
Cooperative programs with local cultural and religious organizations	

Done. In 1988, 55 programs were held for young adults, adults and senior citizens. In 1994, 144 programs were offered. Children's programs increased from 232 to 411.

6. Bring the library into the information age.

- 6.1 Provide public access computers and appropriate software at all libraries.

Done. Public access computers and software as well as CD ROM workstations available at all libraries.

- 6.2 Director will select and purchase appropriate modems to link library use computers via telephone lines by September 1990.

Done. Libraries were equipped with an integrated automation system by April 1993.

- 6.3 Director will contact St. Joseph College concerning access to St. Joseph College Library's computer at the Rensselaer Library by January 1989.

We found that it was financially impractical to become a part of St. Joseph College's automated system. Later we applied for a grant to give us access to each other's catalogs. This grant application was denied.

- 6.4 Branch Librarians will assess the need for updating, replacing, or adding audio-visual equipment such as compact disc players, slide projectors, and video cassette players each May to coincide with budget preparation.

Done annually.

- 6.5 Director will investigate the purchase of FAX machines to enhance the distribution of information among the libraries by May 1993.

Done 1989.

- 6.6 When necessary, Director and Branch Librarians will obtain information and bids on replacing current copiers with those that copy in color.

We did not find this financially feasible or needed.

- 6.7 Director will complete a feasibility study of automating circulation and cataloging functions by June 1992.

Done.

7. Encourage closer communication with school systems.

- 7.1 Children's Librarian and Children's Library Specialists will develop teacher workshops on reading and books for elementary age children by March 1992.

We have not developed our own programs. Staff have participated in parent workshops on these subjects developed by the RCSC reading specialist.

- 7.2 Branch Librarians and Children's Librarian will develop teacher workshops on reading and books for middle and high school students by March 1992

Not done.

- 7.3 Director will discuss holding more frequent meetings with the Media Minds group at the fall 1989 meeting.

Media Minds has met approximately 2-3 times yearly.

- 7.4 Children's Librarian will develop an exciting program to teach library skills to children in conjunction with the Media Minds.

Not done. Media Minds did not indicate interest.

- 7.5 Director and Branch Librarians will establish and maintain better communication with principals and teachers via the Teacher Reacher and thank you letters concerning cooperative efforts.

Teacher-Reacher now published in August. At Rensselaer, The Link, a quarterly newsletter has been sent to teachers. Other face-to-face contacts have been used at all libraries with good results.

- 7.6 Director and Branch Librarians will develop staff education programs including School Media Specialists and staff members by September 1993.

Not done.

- 7.7 Director will establish and maintain better communication with school boards via newsletters, letters and meetings by September 1989.

Not done.

- 7.8 Rensselaer Headquarters Librarian will solicit copies of the winners of the RCS Young Authors Conference and KV Young Authors Conference to be cataloged and placed in the Rensselaer collection beginning in 1989.

Not done.

8. Maintain an effective and efficient staff.

- 8.1 Maintain and achieve competitive salaries and benefits for staff.

8.11 Library Board will investigate increasing the amount that can be paid toward health insurance and other health insurance companies.

Done.

8.12 Library Board will review and/or revise staff salary schedules annually and compare with state and national statistics.

Done annually until 1993. At this time, Board approved a set salary scale which will eliminate the need for annual determinations unless it is determined that salaries are again out of line with reality or unless minimum wage requirements are raised or budgetary problems cause reductions.

- 8.2 Director annually will investigate the possibility of the following staff additions as to cost and need:

Full time reference staff
Increased hours for maintenance staff
Technical services staff
Full or part time public relations position

Done annually.

9. Improve the awareness of the library services among the county residents.

- 9.1 Develop brochures that can be distributed to appropriate locations concerning library services including but not limited to talking books, walking books, renewal procedures, videos, interlibrary loan, etc.**

Done. See 1.3.

- 9.2 Director, Branch Librarians, and Children's Librarian will deliver at least 5 book talks each per calendar year.**

Children's Specialists do this. Director, Systems Administrator and Agency Librarians provide their services when requested.

- 9.3 Director, Branch Librarians, and Children's Librarians will each prepare one book review column per month for the local newspapers beginning January 1989.**

We tried. Renee Carr at DeMotte does generic book reviews of adult and children's materials weekly. Pam does occasional columns on Wheatfield books. They are printed in the KV Post. We have not had success getting the publicity we need in the Rensselaer paper.

- 9.4 Director will develop a semi-monthly radio program by June 1989.**

Done through 1992. We had a monthly 15 minute spot on WLQI until management changed the programming. We now come only when invited.

- 9.5 Director will establish and maintain better communication with local government officials via newsletters, letters and meetings by January 1990.**

Library Express sent to county, city and town officials by Wheatfield Librarian.

- 9.6 Director and Branch Librarians will contact extension services and 4-H groups to determine how the library can assist these groups by June 1990.**

Extension Service presently participating in program series at Rensselaer Library. All libraries providing space for 4-H activities. Master Gardener's program has also provided programming for community at the library.

Salary Ordinance 1995

Feb. 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 2	\$8.08	\$16,806.40	40	R
Bakker, Judy	Page	\$4.25	\$2,224.00	10	D
Beedle, Marlene	Lib. Asst. 1	\$6.48	\$9,603.36	28.5	D
Best, Julie	Clerk/Bkkpr	\$5.34	\$11,107.20	40	R
Brown, Glenda	Specialist 1	\$7.75	\$16,120.00	40	R
Carr, Renee	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Daugherty, Lynn	Director	\$18.62	\$38,729.60	40	R
Eisele, Julie	Lib Asst 1	\$5.99	\$10,901.80	35	R
Fagen, Charlotte	Specialist 2	\$8.86	\$18,428.80	40	D
Ferber, Pam	Librarian	\$13.46	\$22,397.44	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,617.60	40	R
Garwood, Kim	Librarian	\$13.46	\$28,956.80	40	R
Gatlin, Mollie	Page	\$4.30	\$2,262.00	10	D
Howard, Rose	Janitor	\$8.00	\$16,640.00	40	D,W
Jung, Gail	Admin. Asst	\$8.65	\$17,992.00	40	R
Karch, Angela	Page	\$4.25	\$2,223.00	10	D
Kingman, Maia	Clerk	\$4.75	\$3,868.80	15	R
Kooy, Diana	Lib. Asst 2	\$7.69	\$3,199.04	8	D
Kopanda, Joan	Lib. Asst 2	\$7.69	\$12,796.16	32	D
Lewis, Sharon	Clerk	\$5.17	\$2,688.40	10	R
Loehrer, Karen	Lib. Asst 2	\$6.09	\$13,083.20	40	R
Mitchell, Carol	Lib. Asst 2	\$6.49	\$13,499.20	40	R
Powell, Bonnie	Lib. Asst 1	\$7.14	\$11,138.40	30	R
Schaetzel, Robyn	Page	\$4.25	\$2,223.00	10	R
Schulenberg, Sharon	Spec. Serv Lib	\$9.51	\$17,294.20	35	R
Spurgeon, Eileen	Clerk	\$6.12	\$1,591.20	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,288.00	10	W
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R
Tachtiris, Jill	Specialist 1	\$8.09	\$16,827.20	40	D
Virok, Nicole	Page	\$4.25	\$849.00	3.75	R
Waling, Elaine	Page	\$4.25	\$2,240.00	10	R
Webster, Rachael	Clerk	\$5.59	\$3,778.84	13	D
Whited, Amber	Lib. Asst 1	\$6.24	\$7,787.52	24	W
Wiers, Diane	Specialist 2	\$8.08	\$16,806.40	40	W
Woods, Peggy	Lib. Asst 2	\$6.49	\$11,474.32	34	W
York, Leanne	Librarian	\$11.54	\$24,003.20	40	D
	Tech Serv Libn	\$12.50	\$23,833.00	40	R

Total

\$445,965.64 1026.3

Reine-marie Egan

Robert Souza

Marygudula Key

Margaret Hohner

CIRCULATION BY ITEM FINE CODE

January 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	77	27	50	154
100 (1)	53	78	25	156
200 (2)	45	73	19	137
300 (3)	231	338	72	641
400 (4)	7	13	0	20
500 (5)	83	85	36	204
600 (6)	534	526	252	1312
700 (7)	174	252	117	543
800 (8)	51	73	17	141
900 (9)	192	244	59	495
B (10)	97	133	45	275
j000 (11)	11	23	5	39
j100 (12)	6	14	1	21
j200 (13)	14	7	2	23
j300 (14)	48	75	14	137
j400 (15)	3	12	1	16
j500 (16)	212	277	93	582
j600 (17)	75	105	55	235
j700 (18)	99	225	42	366
j800 (19)	28	31	9	68
j900 (20)	93	141	26	260
jB (21)	59	69	20	148
FIC (22)	1101	1688	443	3232
yaFIC (23)	30	109	38	177
LARGE PRINT (24)	49	84	25	158
jFIC (25)	235	436	159	830
jE (26)	1151	1382	620	3153
jER (27)	502	191	67	760
Magazines (28)	936	383	291	1610
Games/Toys (29)	0	19	0	19
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	163	184	24	371
jCassettes (33)	45	135	39	219
Compact Discs (34)	201	325	239	765
jCompact Discs (35)	4	3	1	8
Sound Recordings (36)	6	16	8	30
jSound Recordings (37)	0	6	2	8
Software (38)	0	0	0	0
Vertical File (39)	116	26	0	142
Equipment (40)	0	2	0	2
yapFIC (41)	222	174	113	509
jpFIC (42)	142	211	34	387
Reference (43)	31	53	15	99
Genealogy (44)	0	0	0	0
jMagazines (45)	58	29	38	125
VHS (46)	626	1111	621	2358
Free reads	442	400	240	1082
Puzzles			7	7
Talking books				0
Assignment shelf books				0
TOTAL	8252	9788	3984	22024

MAR

AGENDA

**Jasper County Public Library Board of Trustees
Monday, March 13, 1995, 7:00 PM
Rensselaer**

Executive Session

to discuss a job performance evaluation of an individual employee (IC 5-14-1.5-6.1b-8)

Monthly Meeting

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 7)
- D. Workshop attendance (R 19)

General Business

- A. Policy committee report: Board Bylaws (R 11-R 17)
- B. Jasper Foundation (R 9-R10)

Discussion

Discussion

Director's Report (R 19 - R 22)

Information

Items for future Agendas

Public Forum

Adjournment

Refreshments will be available at 6:45 PM if you'd like to come early and socialize.

JASPER COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

MINUTES.....February 13, 1995
Rensselaer Public Library Meeting Room 7:00 PM

Present: R. Souza, M.L. Casey, A-M Egan, M. Hohner, L. Daugherty
Absent: W. Doty, B. Leestma, M. Lawyer

AGENDA: A-M Egan moved to accept the agenda format as presented. M. Hohner seconded the motion. Motion passed.

CONSENT AGENDA: The Consent Agenda was approved on a motion by M.L. Casey, seconded by M. Hohner. These items were the January Meeting Minutes, Bills/Financial Reports, Salary Ordinance, and Approval of Workshop Attendance. Motion carried.

FIVE-YEAR PLAN: The Board unanimously approved to accept the Five-Year Plan on a motion by M. Hohner seconded by A-M Egan.

BUILDING INSURANCE: The board selected the low bid of \$10,788 from Consolidated Inc. Insurance & Investments as the library's building insurance carrier for the next two years. M.L. Casey moved that we accept their bid subject to review of the second year's premium at the December Board Meeting. M. Hohner seconded the motion. The vote was unanimous.

STAFF CODE OF ETHICS POLICY: M.L. Casey made a motion seconded by A-M Egan to adopt the policy as presented. All were in favor.

BOARD BYLAWS: L. Daugherty and the Policy Committee will rework this policy citing the Indiana Code Statutes for Class I Libraries. They will bring it to the Board at the March meeting.

OFFICER'S AND DIRECTOR'S LIABILITY INSURANCE: The Board suggested that a Public Official & Employee's Liability Insurance be considered rather than the Officer's & Director's Liability Insurance. L. Daugherty and M.L. Casey will collect more information on this for the next board meeting.

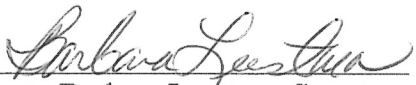
DIRECTOR'S REPORT: Yvonne Beever has been hired as our new Technical Services Librarian to begin mid-March 1995. She has been offered \$25,000 for this position.

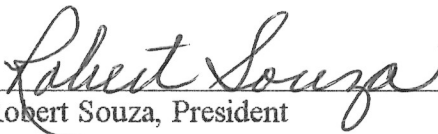
The Board was asked to consider payment of insurance premiums to the Approved Accounting Practices resolution at the March meeting.

BOARD DEVELOPMENT: With the evaluation of the library director coming up in March, a tape by Dan Cain on this subject was played for the board. A.M. Egan asked each trustee to return their completed director's evaluation forms to her by March 1st.

An Executive Session, for the purpose of evaluating the director, will be held on March 13 at 7:00 p.m. with the regular board meeting following.

The meeting adjourned at 8:52 PM on a motion by A-M. Egan, seconded by M.L. Casey.


Attest: Barbara Leestma, Secretary


Robert Souza, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	3.9%	-6.9%	16.4%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	31166	46465	23375
Total Titles Owned	30942	41964	21309
Daily Avg Circulation	385	414	202
XX			
MONTHLY SYSTEM STATISTICS	1994	1995	% change
Circulation	21834	24046	10%
Jan. to date circulation	46368	46070	-1%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
February 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	4999	5294	2108	12401
Added this month	138	161	67	366
Withdrew this month	40	56	9	105
Total registered	5097	5399	2166	12662
Non-resident, paying	34	36	0	70
PLAC card users	0	4	0	4
Reciprocal borrowers	131	66	3	200
XX				
INTRALIBRARY LOANS FILLED	197	142	140	479
LOCAL HISTORY				
In person	5	39		44
Letters		1		1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	14	139	33	186
Software used	14	150	43	207
VCR Use	1	1	0	2
Microforms		50		50
Other	4	4	7	15
XX				
INTERLIBRARY LOANS				
Requests made for:	36	49	13	98
Items rec'd for:	27	55	14	96
Items outstanding:	9	-6	-1	2
Items from Indiana libraries	15	35	9	59
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
February 1995

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1071	12.4%	1127	11.9%	684	14.6%	2882	12.6%
Adult Female (1)	4754	54.9%	4800	50.5%	2774	59.4%	12328	54.0%
Juvenile 0-11 (2)	1428	16.5%	1323	13.9%	586	12.5%	3337	14.6%
YA 12-17 (3)	616	7.1%	775	8.2%	359	7.7%	1750	7.7%
Nonresident No Fee (4)	88	1.0%	252	2.7%	35	0.7%	375	1.6%
Board/Staff (5)	276	3.2%	461	4.8%	208	4.5%	945	4.1%
School (6)	0	0.0%	97	1.0%	0	0.0%	97	0.4%
St. Joseph College (7)	4	0.0%	126	1.3%	0	0.0%	130	0.6%
State Library Card (8)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	137	1.6%	328	3.4%	0	0.0%	465	2.0%
Corporate (10)	0	0.0%	74	0.8%	0	0.0%	74	0.3%
Reciprocal (11)	287	3.3%	144	1.5%	25	0.5%	456	2.0%
Total	8661		9508		4671		22840	
Total items borrowed by nonresidents	516	6.0%	948	10.0%	60	1.3%	1524	6.7%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
February 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	16	6	9	31
Number attending	336	99	161	596
YA Programs (14-17)				0
Number attending	2	10		12
Adult Programs	3	3	2	8
Number attending	69	39	26	134
Senior Citizen Programs	1			1
Number attending	12	8	4	24
TOTAL NO. OF PROGRAMS	20	9	11	40
TOTAL PERSONS ATTENDING	419	156	191	766

Salary Ordinance 1995

March 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	
Bachman, Carol	Specialist 2	\$8.08	\$16,806.40	40	R	
Bakker, Judy	Page	\$4.25	\$2,224.00	10	D	
Beedle, Marlene	Lib. Asst. 1	\$6.48	\$9,603.36	28.5	D	
Beever, Yvonne	Tech Serv Libn	\$12.50	\$20,193.60	40	R	Start 3/13/95
Best, Julie	Clerk/Bkkpr	\$5.34	\$1,860.85		R	Res. 2/23/95
Brown, Glenda	Specialist 1	\$7.75	\$16,120.00	40	R	
Carr, Renee	Lib. Asst 2	\$7.29	\$12,130.56	32	D	
Daugherty, Lynn	Director	\$18.62	\$38,729.60	40	R	
Eisele, Julie	Lib Asst 1	\$5.99	\$10,901.80	35	R	
Fagen, Charlotte	Specialist 2	\$8.86	\$18,428.80	40	D	
Ferber, Pam	Librarian	\$13.46	\$22,397.44	32	W	
Gallina, Kathleen	Specialist 2	\$8.47	\$17,617.60	40	R	
Garwood, Kim	Librarian	\$13.46	\$28,956.80	40	R	
Gatlin, Mollie	Page	\$4.30	\$2,262.00	10	D	
Howard, Rose	Janitor	\$8.00	\$16,640.00	40	D,W	
Jung, Gail	Admin. Asst	\$8.65	\$17,992.00	40	R	
Karch, Angela	Page	\$4.25	\$2,223.00	10	D	
Kingman, Maia	Clerk	\$4.75	\$3,868.80	15	R	
Kooy, Diana	Lib. Asst 2	\$7.69	\$3,199.04	8	D	
Kopanda, Joan	Lib. Asst 2	\$7.69	\$12,796.16	32	D	
Lewis, Sharon	Clerk	\$5.17	\$2,688.40	10	R	
Loehrer, Karen	Lib. Asst 2	\$6.09	\$13,083.20	40	R	
Mitchell, Carol	Lib. Asst 2	\$6.49	\$13,499.20	40	R	
Powell, Bonnie	Lib. Asst 1	\$7.14	\$11,138.40	30	R	
Schaetzel, Robyn	Page	\$4.25	\$2,223.00	10	R	
Schulenberg, Sharon	Spec. Serv Lib	\$9.51	\$17,294.20	35	R	
Spurgeon, Eileen	Clerk	\$6.12	\$1,591.20	5	R	
Stalbaum, Lynn	Page	\$4.40	\$2,288.00	10	W	
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R	
Sutton, Lorene	Clerk	\$4.50	\$7,087.50	35	R	Start 2/28/95
Tachtiris, Jill	Specialist 1	\$8.09	\$16,827.20	40	D	
Virok, Nicole	Page	\$4.30	\$849.00	3.75	R	
Waling, Elaine	Page	\$4.25	\$2,240.00	10	R	
Webster, Rachael	Clerk	\$5.59	\$3,778.84	13	D	
Whited, Amber	Lib. Asst 1	\$6.24	\$7,787.52	24	W	
Wiers, Diane	Specialist 2	\$8.08	\$16,806.40	40	W	
Woods, Peggy	Lib. Asst 2	\$6.49	\$11,474.32	34	W	
York, Leanne	Librarian	\$11.54	\$24,003.20	40	D	
	Bkkeeper/Clerk	\$6.50	\$1,397.50	5	R	
Total	(Budgeted: \$447,113)		\$441,564.89	1026.3		

MEMORANDUM

Jasper Foundation

Summary: The Library can invest gift fund money in the Jasper Foundation, creating in the Foundation a fund whose annual interest would accrue to JCPL.

Discussion: The Foundation receives money from various sources. This money is invested. The capital is *never* used. When money is given *directly* to the Jasper Foundation, the interest is used for grants to local groups. The officers of the Foundation determine which grants are worthy of funding. Money can also be given for *specific funds* held by the Jasper Foundation, with interest being used according to terms of the fund.

The Library could put money in a JCPL Fund in the Jasper Foundation. The annual interest could be used by the library as we see fit.

The benefits of starting a fund in the Foundation are two as I see it:

1. Because the Foundation has \$2,000,000 in funds (including some Lilly Foundation money), the interest rate would be higher than we now get.
2. With a JCPL Fund as a part of the Foundation, we would be more *visible* as an option for people wishing to give charitable donations. When the Foundation prints a list of their funds in their newsletter, we would be included.

The disadvantages which I see are as follows:

1. Most individuals or groups donate small amounts of money which they wish to see converted into an immediate improvement to the library or its book collection.

Some of the money donated with no strings attached is used for supplies, refreshments or speakers' fees for programming we could not otherwise afford to fund. We still need to retain some gift fund money for this purpose.

2. Since we would only be able to put a small amount of money in the Fund at this time, we would be receiving very little interest. Which is worth more to us: the immediate funds or the accumulating fund from which we receive a small amount of interest every year forever? As of December 15, 1994, DeMotte had \$2025 in undesignated funds, Rensselaer \$1400, and Wheatfield \$550.

3. We have a separate gift fund for each library. Residents of each community like to feel their money is benefitting their own library. Staff, too, have become accustomed to this. There could be resentment and suspicion if the Board took some of this money to put into a joint fund.

Next Step(s). The Board needs to decide if you wish to make this move. Then I would then investigate the procedure necessary to move these funds.

Vote:

1. To put \$___ into a fund in the Jasper Foundation.
2. Not to open a fund in the Jasper Foundation at this time.
3. To investigate this option further

MEMORANDUM

Board By-laws

Policy Committee Recommendations

Summary: As with the by-laws presented last month, these by-laws use fewer legal terms and verbatim language from the Public Library Law than our current by-laws. We can do this since the by-laws begin by saying the Board assumes the responsibilities delegated to it under said statute. These by-laws reflect the decisions THIS board has made concerning how WE will fulfill the obligations of OUR office.

Mary Linda sent us her own draft of by-laws. We incorporated many of her suggestions and all her citations to the Indiana Code.

We did not take her suggestion that we incorporate the Library Law and Open Door Law into our by-laws, making them a *physical* part of the by-laws. We felt this would make the by-laws a cumbersome document.

Next Step(s). We recommend that these By-laws be adopted by the Library Board. However, because of Article IX, Sec. 2, of the By-laws, the Board will not be able to vote on the Bylaws until the April board meeting.

BYLAWS OF THE BOARD OF TRUSTEES
OF THE
JASPER COUNTY PUBLIC LIBRARY

ARTICLE I

ORGANIZATION

- Section 1 Name. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board".
- Section 2 Organization. The Board is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 20-14.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 20-14-3-2. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 20-14-2-7.
- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 Appointments . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 20-14-2.5-1 to 4 and I.C. 20-14-2.5-6b and I.C. 20-14-2.5-12 to 14.
- Section 2 Compensation. According to the provisions of I.C. 20-14-2.5-15, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 Open Door Law. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 Meetings. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 20-14-2-6.
- Section 3 Regular monthly meetings. The regular monthly meeting will be held at 7:00 pm on the second Monday of each month, except that in January and December the meeting will be held on the third Monday. Eight meetings will be held at the Rensselaer Library and two meetings per year will be held at the DeMotte Library and two per year at the Wheatfield Library. Dates and places for the following year will be determined annually.
- Section 4 Special meetings. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 20-14-2-6. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 Executive sessions. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to : collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 Quorum. For all board meetings, four (4) members shall constitute a quorum.

Section 7 Majority vote. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 Conduct of meetings. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 Recommended order of business

Executive session (when necessary)

Approval of agenda format

Approval of consent agenda

General business

Director's Report

Items for future agendas

Public forum

Adjournment

Section 10 Director. The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 20-14-2-6. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 President. The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned to him by the Board.

Section 3 Vice-president. The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned to him by the President.

Section 4 Secretary. The secretary shall oversee minute-taking and correspondence done by library clerical staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 Treasurer. The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. The President shall also hold the office of Assistant Treasurer in order to issue warrants in the absence of the treasurer.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 20-14-2-5g. Any other officer authorized by the Board to sign checks shall also give such bond.

- Section 6 Nominating Committee: The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.
- Section 7 Vacancies. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

- Section 1 Finance powers. The Board shall have such finance powers as are set forth in I.C. 20-14-3-8, shall establish funds to keep money and securities of the library, in accordance with I.C. 20-14-3-9, shall invest excess funds in accordance with I.C. 5-13-9.
- Section 2 Borrowing. Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.
- Section 3 Special Board of Finance. The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
---------	--------

ADULT BOOKS

Fiction

Nonfiction

CHILDREN'S BKS

☐ Fiction

☐ Nonfiction

0 MAGAZINES, ADLT
0 MAGAZINES, CH

3 GRAPHIC MAT'L

0 MICROFORMS

12 SOUND REC,ADULT
31 SOUND REC., CH
3 CD ROM SOFTWRE
58 SOFTWARE

32 VHS
0 EQUIPMENT

TOTAL

[illegible]

JCPL FINANCIAL STATEMENT

FEBRUARY 28, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$3,066.56	\$7,378.59	\$60,949.44	\$118,373.13	\$152,568.24
Investments \$100,000.00						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Funds:						
DeMotte	\$2,362.04	\$0.00	\$25.00	\$12.46	\$32.96	\$2,354.08
Rensselaer	\$1,718.02	\$75.00	\$80.00	\$10.59	\$132.41	\$1,665.61
Wheatfield	\$714.28	\$0.00	\$0.00	\$0.00	\$0.00	\$714.28
Gift Fund	\$4,794.34	\$75.00	\$105.00	\$23.05	\$165.37	\$4,733.97
Bond & Interest Redemption Fund	\$128,832.99	\$0.00	\$0.00	\$0.00	\$0.00	\$128,832.99
Investments \$100,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Construction Fund	\$15,344.67	\$0.00	\$311.78	\$2,625.00	\$3,025.00	\$12,631.45
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	\$378.44	\$329.42	\$405.88
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$883.67)	\$878.55	\$1,704.48
TOTAL ALL FUNDS.....	\$448,186.30	\$3,141.56	\$7,795.37	\$63,092.26	\$123,896.47	\$332,085.20

{CURRENT BANK BALANCES }
 DATE {28 Feb 95}

A1 {BANK ONE CHECKING }	B1 {	85902.55}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	12631.45}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	0.00}
A4 {FIRST OF AMERICA BANK }	B4 {	9712.77}
A5 {DEMOTTE STATE BANK }	B5 {	14541.21}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	4195.74}
A7 {NBD BANK, N.A. }	B7 {	3868.95}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	1232.53}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	200000.00}
A10{ }	B10{	0.00}
A11{ }	B11{	0.00}
A12{ }	B12{	0.00}
A13{ }	B13{	0.00}
A14{ }	B14{	0.00}
A15{ }	B15{	0.00}

TOTAL	B16{	332085.20}

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

28 Feb 95

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	6408.12	32321.88	17%
1.12 SALARY OF ASSISTANTS	381564.00	.00	381564.00	30580.49	58274.48	323289.52	15%
1.13 WAGES OF JANITORS	26819.00	.00	26819.00	2392.00	4498.10	22320.90	17%
1.21 EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2769.27	5292.29	28848.71	16%
1.22 UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	.00	78.07	1161.93	6%
1.23 EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	5166.01	18051.99	22%
1.24 EMPLOYER'S CONTRIB.- INS.	16319.00	.00	16319.00	1189.04	1709.04	14609.96	10%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	80.48	275.15	1224.85	18%
2.11 OFFICIAL RECORDS	950.00	.00	950.00	.00	419.73	530.27	44%
2.12 STATIONERY AND PRINTING	600.00	.00	600.00	.00	.00	600.00	0%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	545.80	545.80	3954.20	12%
2.21 CLEANING & SANITATION SUPPLIES	4000.00	.00	4000.00	500.41	565.92	3434.08	14%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	2.05	2.05	17.95	10%
2.23 OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	979.35	979.35	1820.65	35%
2.31 BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	.00	33.00	617.00	5%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	300.00	.00	300.00	.98	.98	299.02	0%
2.41 LIBRARY SUPPLIES	4000.00	.00	4000.00	1162.12	1343.78	2656.22	34%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	.00	5000.00	0%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	2500.00	.00	2500.00	.00	.00	2500.00	0%
3.14 OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.21 TELEPHONE	25000.00	.00	25000.00	1675.62	3307.87	21692.13	13%
1.22 POSTAGE	7500.00	14.42	7514.42	62.38	755.80	6758.62	10%
23 TRAVELING EXPENSE	4000.00	.00	4000.00	146.00	229.75	3770.25	6%
3.24 PROFESSIONAL MEETINGS	6000.00	.00	6000.00	125.00	379.00	5621.00	6%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	216.09	293.49	206.51	59%
3.32 OTHER PRINTING	500.00	.00	500.00	.00	.00	500.00	0%
3.41 OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42 OTHER INSURANCE	18000.00	.00	18000.00	.00	.00	18000.00	0%
3.51 GAS	27000.00	.00	27000.00	2241.51	3644.10	23355.90	13%
3.52 ELECTRICITY	57000.00	.00	57000.00	3467.80	5420.42	51579.58	10%
3.53 WATER	1600.00	.00	1600.00	41.20	143.95	1456.05	9%
3.54 WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	240.97	341.94	2858.06	11%
3.61 BUILDING & STRUCTURES	16000.00	.00	16000.00	3484.50	3484.50	12515.50	22%
3.62 EQUIPMENT	4000.00	.00	4000.00	184.65	226.65	3773.35	6%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	41.95	75.90	174.10	30%
3.81 PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82 INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	1800.00	.00	1800.00	640.00	640.00	1160.00	36%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95 SERVICE CONTRACTS	10000.00	.00	10000.00	727.54	1025.17	8974.83	10%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	35000.00	.00	35000.00	214.00	1848.25	33151.75	5%
1 LAND	.00	.00	.00	.00	.00	.00	0%
2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4 FURNITURE & EQUIPMENT	12000.00	.00	12000.00	.00	.00	12000.00	0%
4.51 BOOKS	113000.00	.00	113000.00	3579.29	9746.58	103253.42	9%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	24.87	302.27	34697.73	1%
4.53 NONPRINTED MATERIALS	17000.00	.00	17000.00	406.62	915.62	16084.38	5%
-TOTAL-	954071.00	14.42	954085.42	60949.44	118373.13	835712.29	12%

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

28 Feb 95

CONSTRUCTION FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12 ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61 BUILDING & STRUCTURES	.00	.00	.00	.00	.00	.00
4.3 IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4 FURNITURE & EQUIPMENT	3892.33	311.78	4204.11	2625.00	2625.00	1579.11
-TOTAL-	15344.67	311.78	15656.45	2625.00	3025.00	12631.45

OPERATING FUND
CHANGES TO APPROPRIATION REPORT
DATE 28 Feb 95

Fund/Account No	Date	Amount	Explanation
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT

CONSTRUCTION FUND
CHANGES TO APPROPRIATION REPORT
DATE 28 Feb 95

Fund/Account No	Date	Amount	Explanation
180-4.4	31 Jan 95	311.78	INTEREST EARNED 4TH QTR 1994

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

28 Feb 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR. ENTR	02153	AMERICAN LIBRARY ASSN	-724.20	23 FEB 95	CORRECT VOUCHER #02050
004334	02028	BACHMAN, CAROL	551.41	10 FEB 95	PAYROLL
004335	02042	JUDY T. BAKKER	67.28	10 FEB 95	PAYROLL
004336	02026	MARLENE BEEDLE	372.91	10 FEB 95	PAYROLL
004337	02031	JULIE A. BEST	407.18	10 FEB 95	PAYROLL
004338	02016	GLENDA BROWN	546.17	10 FEB 95	PAYROLL
004339	02020	RENEE CARR	433.69	10 FEB 95	PAYROLL
004340	02019	LYNN DAUGHERTY	1067.43	10 FEB 95	PAYROLL
004341	02025	JULIE EISELE	351.52	10 FEB 95	PAYROLL
004342	02010	CHARLOTTE FAGEN	611.16	10 FEB 95	PAYROLL
004343	02023	PAMELA FERBER	648.05	10 FEB 95	PAYROLL
004344	02032	GALLINA, KATHLEEN M.	568.65	10 FEB 95	PAYROLL
004345	02024	KIMBERLY GARWOOD	859.10	10 FEB 95	PAYROLL
004346	02040	MOLLY A. GATLIN	103.89	10 FEB 95	PAYROLL
004347	02022	ROSE E. HOWARD	601.59	10 FEB 95	PAYROLL
004348	02029	GAIL M. JUNG	615.58	10 FEB 95	PAYROLL
004349	02043	ANGELA M. KARCH	91.55	10 FEB 95	PAYROLL
004350	02044	MAIA S. KINGMAN	171.98	10 FEB 95	PAYROLL
004351	02017	DIANA KOBY	121.74	10 FEB 95	PAYROLL
004352	02013	JOAN KOPANDA	445.45	10 FEB 95	PAYROLL
004353	02033	SHARON K. LEWIS	88.23	10 FEB 95	PAYROLL
004354	02038	LOEHRER, KAREN L.	459.30	10 FEB 95	PAYROLL
004355	02027	CAROL MITCHELL	475.57	10 FEB 95	PAYROLL
004356	02015	BONNIE POWELL	400.51	10 FEB 95	PAYROLL
004357	02045	ROBYN L. SCHAEZEL	63.51	10 FEB 95	PAYROLL
004358	02011	SHARON SCHULENBERG	539.03	10 FEB 95	PAYROLL
004359	02018	EILEEN SPURGEON	56.52	10 FEB 95	PAYROLL
004360	02034	LYNN M. STALBAUM	89.01	10 FEB 95	PAYROLL
004361	02036	JACK STANDISH	399.03	10 FEB 95	PAYROLL
004362	02012	JILL TACHIRIS	563.00	10 FEB 95	PAYROLL
004363	02039	NICOLE E. VIROK	39.20	10 FEB 95	PAYROLL
004364	02041	ELAINE WALING	61.63	10 FEB 95	PAYROLL
004365	02030	WEBSTER, RACHAEL D.	146.88	10 FEB 95	PAYROLL
004366	02021	WHITED, AMBER	240.18	10 FEB 95	PAYROLL
004367	02014	DIANE WIERS	550.64	10 FEB 95	PAYROLL
004368	02037	MARGARET M. WOODS	402.93	10 FEB 95	PAYROLL
004369	02035	LEANNE YORK	736.85	10 FEB 95	PAYROLL
004370	02129	BACHMAN, CAROL	503.37	24 FEB 95	PAYROLL
004371	02142	JUDY T. BAKKER	89.71	24 FEB 95	PAYROLL
004372	02127	MARLENE BEEDLE	298.12	24 FEB 95	PAYROLL
004373	02132	JULIE A. BEST	376.00	24 FEB 95	PAYROLL
004375	02117	GLENDA BROWN	502.81	24 FEB 95	PAYROLL
004376	02121	RENEE CARR	392.90	24 FEB 95	PAYROLL
004377	02120	LYNN DAUGHERTY	1067.43	24 FEB 95	PAYROLL
004379	02126	JULIE EISELE	383.10	24 FEB 95	PAYROLL
004380	02111	CHARLOTTE FAGEN	611.16	24 FEB 95	PAYROLL
004381	02124	PAMELA FERBER	648.05	24 FEB 95	PAYROLL
004382	02133	GALLINA, KATHLEEN M.	568.65	24 FEB 95	PAYROLL

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RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004383	02125	KIMBERLY GARWOOD	859.10	24 FEB 95	PAYROLL
004384	02140	MOLLY A. GATLIN	68.08	24 FEB 95	PAYROLL
004385	02123	ROSE E. HOWARD	522.81	24 FEB 95	PAYROLL
004386	02130	GAIL M. JUNG	615.58	24 FEB 95	PAYROLL
004387	02143	ANGELA M. KARCH	84.06	24 FEB 95	PAYROLL
004388	02144	MAIA S. KINGMAN	130.40	24 FEB 95	PAYROLL
004389	02118	DIANA KOOT	158.95	24 FEB 95	PAYROLL
004390	02114	JOAN KOPANDA	359.40	24 FEB 95	PAYROLL
004391	02134	SHARON K. LEWIS	97.33	24 FEB 95	PAYROLL
004392	02139	LOEHRER, KAREN L.	425.21	24 FEB 95	PAYROLL
004393	02128	CAROL MITCHELL	439.25	24 FEB 95	PAYROLL
004394	02116	BONNIE POWELL	370.52	24 FEB 95	PAYROLL
004395	02145	ROBYN L. SCHAEZEL	69.12	24 FEB 95	PAYROLL
004396	02112	SHARON SCHULENBERG	492.47	24 FEB 95	PAYROLL
004397	02119	EILEEN SPURGEON	28.26	24 FEB 95	PAYROLL
004398	02135	LYNN M. STALBAUM	77.39	24 FEB 95	PAYROLL
004399	02137	JACK STANDISH	388.82	24 FEB 95	PAYROLL
004400	02113	JILL TACHIRIS	517.73	24 FEB 95	PAYROLL
004401	02141	ELAINE WALING	80.33	24 FEB 95	PAYROLL
004402	02131	WEBSTER, RACHAEL D.	129.66	24 FEB 95	PAYROLL
004403	02122	WHITED, AMBER	270.73	24 FEB 95	PAYROLL
004404	02115	DIANE WIERS	506.42	24 FEB 95	PAYROLL
004405	02138	MARGARET M. WOODS	366.61	24 FEB 95	PAYROLL
004406	02136	LEANNE YORK	736.85	24 FEB 95	PAYROLL
013548	02046	BANK ONE	4694.71	10 FEB 95	FED & FICA TAX WITHHELD 10 F
013549	02047	INDIANA DEFERRED COMPENSATIO	135.00	10 FEB 95	WITHHELD FROM 10 FEB 95 PAYR
013550	02048	ACORDIA PERSONAL BENEFITS, I	1871.68	10 FEB 95	QTLY. INSURANCE PREMIUMS-BES
013550	02109	ACORDIA PERSONAL BENEFITS, I	-1871.68	13 FEB 95	VOID VOUCHER #02048, CK. #01
013551	02049	ACE HARDWARE	28.76	13 FEB 95	HARDWARE, ICE MELT, CLEANING
013552	02050	AMERICAN LIBRARY ASSN	724.20	13 FEB 95	MEMBERSHIP DUES,BOOKMARKS,BO
013552	02154	AMERICAN LIBRARY ASSN	724.20	23 FEB 95	MEMBERSHIP DUES, BOOKMARKS,
013553	02051	ASSOCIATED LIBRARIES, INC.	234.32	13 FEB 95	BOOKS
013554	02052	AVC CORPORATION	94.00	13 FEB 95	COMPUTER SERVICE AGREEMENT-3
013555	02053	BAKER & TAYLOR	664.12	13 FEB 95	CONTINUATIONS-BOOKS
013556	02054	BAKER & TAYLOR	2179.34	13 FEB 95	BOOKS & GIFT FUND BOOK
013557	02055	BARGAINS GALORE	20.00	13 FEB 95	PENCILS-WHEATFIELD CHILDREN
013558	02056	BANK ONE	32.00	13 FEB 95	SAFETY DEPOSIT BOX ANNUAL RE
013559	02057	BETTER CONTAINERS MFG. CO. I	85.82	13 FEB 95	BOOK BAGS-WHEATFIELD LIB.
013560	02058	CAROL BACHMAN	11.00	13 FEB 95	MILEAGE
013561	02059	CHARLOTTE FAGEN	24.57	13 FEB 95	CRAFTS,WINTER READING BOOK P
013562	02060	CIRCLE "R" MECHANICAL, INC.	1780.90	13 FEB 95	QTLY MTNCE,REPL.ACTUATOR,SER
013563	02061	COAST TO COAST	6.69	13 FEB 95	WAX APPLICATOR
013564	02062	CROWN COMPUTER	25.95	13 FEB 95	COMPUTER MOUSE REPLACEMENT-D
013565	02063	DEMCO	219.90	13 FEB 95	HANGUP BAGS,MAG.FILE CARDS,S
013566	02064	FACTS ON FILE, INC.	311.79	13 FEB 95	BOOKS
013567	02065	FILIP INC.	254.09	13 FEB 95	ICE MELT,KLEENEX,M-FOLDS,SS
013568	02066	GAIL JUNG	27.39	13 FEB 95	DEMOTTE PETTY CASH
013569	02067	GAIL JUNG	18.22	13 FEB 95	WHEATFIELD PETTY CASH

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013570	02068	GLENDIA BROWN	29.00	13 FEB 95	MILEAGE
013571	02069	GROLIER PUBLISHING COMPANY	116.87	13 FEB 95	BOOKS
013572	02070	HANSEN'S SNOW REMOVAL	865.00	13 FEB 95	JANUARY SNOW REMOVAL-DEMOTTE
013573	02071	HERITAGE OFFICE PRODUCTS, IN	214.34	13 FEB 95	COPIER #1514 DRUM, SILVER MA
013574	02072	HP PRODUCTS CORP.	257.29	13 FEB 95	CLEANING & JANITORIAL SUPPLI
013575	02073	INDIANA JIM'S LOCKERY	50.00	13 FEB 95	ENTRY DOOR REPAIRS-DEMOTTE
013576	02074	INFORMATION & RECORDS ASSOC.	57.50	13 FEB 95	TONER
013577	02075	JACK STANDISH	11.00	13 FEB 95	MILEAGE
013578	02076	JOURNAL AND COURIER	199.44	13 FEB 95	CLASSIFIED AD-TECH.SERV. POS
013579	02077	KOLORTECH, INC.	900.22	13 FEB 95	FLOURESCENT BULBS & FLAG FLO
013580	02078	LDDS COMMUNICATIONS	808.44	13 FEB 95	DATA LINES & LONG DISTANCE S
013581	02079	LEANNE YORK	31.64	13 FEB 95	UPS FOR MICROFILMING NEWSPAP
013582	02080	LIBRARY STORE, INC.	590.00	13 FEB 95	MAGAZINE FILE BOXES
013583	02081	LYNN DAUGHERTY	76.00	13 FEB 95	MILEAGE & VIDEO
013584	02083	MARGE HOHNER	13.00	13 FEB 95	MILEAGE TO JANUARY BOARD MEE
013585	02084	MOOLENAAR SUPREME PROF.LAWN	696.00	13 FEB 95	LAWN CARE APPLICATIONS
013586	02085	NIALSA	125.00	13 FEB 95	"SURFING 101-THE INTERNET" W
013587	02086	NIPSCO	2613.71	13 FEB 95	DEMOTTE-UTILITIES-JAN. 1995
013588	02087	NORTHWESTERN INDIANA TELEPHO	127.95	13 FEB 95	DEMOTTE-TELEPHONE-FEB 1995
013589	02088	OOMS DISPOSAL SERVICE INC.	90.00	13 FEB 95	SEMI-ANNUAL TRASH SERVICE-D
013590	02089	PERMA-BOUND	35.89	13 FEB 95	BOOKS
013591	02090	PHILIP HOWARD	73.00	13 FEB 95	SNOW REMOVAL-WHEATFIELD & JA
013592	02091	QUILL	274.67	13 FEB 95	COMP.& TYPE.RIBBONS,FOLDERS,
013593	02092	RENSSELAER POLICE DEPARTMENT	120.00	13 FEB 95	ANNUAL ALARM SERVICE
013594	02093	RENSSELAER REPUBLICAN	16.65	13 FEB 95	CLASSIFIED AD-TECH. SERV. LI
013595	02094	RIVIERA FINANCE	126.80	13 FEB 95	VIDEOS
013596	02095	SAINT JOSEPH COLLEGE	67.48	13 FEB 95	WORK STUDY GRANT PROGRAM-LIS
013597	02096	SECURITY COURIERS CORP.	727.54	13 FEB 95	TRANSPORT SERVICE THRU 1/27/
013598	02097	SPRINT PUBLISHING & ADVERTIS	25.05	13 FEB 95	PHONEBOOK
013599	02098	SUNSET PUBLICATIONS, INC.	132.78	13 FEB 95	AUDIO TAPES
013600	02099	TEETERS CULLIGAN	9.95	13 FEB 95	WATER COOLER RENTAL-FEB. 199
013601	02100	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	13 FEB 95	SEWER SERVICE-DECEMBER 1994
013602	02101	TYSEN'S COUNTRY GROCERY, INC	54.75	13 FEB 95	CLEANING SUP,.CHILD.PROG.ITE
013603	02102	UNITED TELEPHONE COMPANY	604.63	13 FEB 95	TELEPHONE-RENS.-JANUARY 1995
013604	02103	VIDEO STORE SERVICES	44.98	13 FEB 95	VIDEO REPAIR SUPPLIES
013605	02104	VIKING OFFICE PRODUCTS	141.08	13 FEB 95	FOLDERS, INDEX CARDS, COPY P
013606	02105	WALKER DISPLAY INC.	150.50	13 FEB 95	PICTURE HANGING DEVICES
013607	02106	WAL-MART STORES, INC.	10.37	13 FEB 95	RENS. CHILDREN PROGRAM SUPPL
013608	02107	WILCO PICK & SAVE	127.68	13 FEB 95	AUDIO TAPE & BOOKS
str. 013609	02108	T.C.& M., INC.	2657.60	13 FEB 95	ENTRY GLOBES-RENS.LIB. BLDG. (only \$2625.)
013610	02110	ACORDIA PERSONAL BENEFITS, I	1589.58	13 FEB 95	QTLY INS.PREMIUMS-WIERS, EIS
013611	02146	BANK ONE	4397.99	24 FEB 95	FICA & FED TAXES WITHHELD 24
013612	02147	INDIANA DEFERRED COMPENSATIO	135.00	24 FEB 95	WITHHELD FROM 24 FEB 95 PAYR
013613	02148	INDIANA DEPARTMENT OF REVENU	1516.02	24 FEB 95	STATE & COUNTY TAX WITHHELD
013614	02149	CITY OF RENSSELAER	2421.50	24 FEB 95	RENSSELAER-UTILITIES-JANUARY
013615	02150	NIPSCO	806.50	24 FEB 95	WHEATFIELD-UTILITIES-JANUARY
013616	02151	TOWN OF WHEATFIELD SEWER WOR	41.05	24 FEB 95	SEWER SERVICE-WHEATFIELD-MAR
013617	02152	UNITED TELEPHONE COMPANY	134.60	24 FEB 95	TELEPHONE-WHEATFIELD-JANUARY

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
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--TOTAL AMOUNT OF CLAIMS-- 63092.26

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 63092.26. Dated 13 MAR 95.

_____	_____
_____	_____
_____	_____
_____	_____

THIS MONTH

YEAR-TO-DATE

THIS MONTH

YEAR-TO-DATE

FINES & FEES.....			\$1,878.97	\$3,775.88
DeMotte	\$701.99	\$1,287.83		
Rensselaer	\$794.60	\$1,747.20		
Wheatfield	\$382.38	\$740.85		
PHOTOCOPIES.....			\$630.80	\$1,179.20
DeMotte	\$212.70	\$459.60		
Rensselaer	\$331.55	\$544.10		
Wheatfield	\$86.55	\$175.50		
CARDS.....			\$83.00	\$178.00
DeMotte	\$46.50	\$50.00		
Rensselaer	\$29.50	\$117.00		
Wheatfield	\$7.00	\$11.00		
INTEREST.....			\$459.37	\$2,063.84
TAXES.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$14.42	\$181.67
B&T - Book Lease Postage	\$14.42	\$67.27		
Mini-Grant-DVS Tapes-In St.Lib	\$0.00	\$114.40		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,066.56	\$7,378.59
PLAC FUND.....			\$0.00	\$0.00
GIFT FUNDS.....			\$75.00	\$105.00
DeMotte	\$0.00	\$25.00		
Rensselaer	\$75.00	\$80.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
CONSTRUCTION FUND - [INTEREST].....			\$0.00	\$311.78
TOTAL RECEIPTS - ALL FUNDS.....			\$3,141.56	\$7,795.37

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004407	02173	BACHMAN, CAROL	412.94	10 MAR 95	PAYROLL
004408	02187	JUDY T. BAKKER	52.33	10 MAR 95	PAYROLL
004409	02171	MARLENE BEEDLE	261.84	10 MAR 95	PAYROLL
004410	02176	JULIE A. BEST	220.17	10 MAR 95	PAYROLL
004411	02161	GLENDA BROWN	430.07	10 MAR 95	PAYROLL
004412	02165	RENEE CARR	311.31	10 MAR 95	PAYROLL
004413	02164	LYNN DAUGHERTY	1067.43	10 MAR 95	PAYROLL
004414	02170	JULIE EISELE	291.34	10 MAR 95	PAYROLL
004415	02155	CHARLOTTE FAGEN	611.16	10 MAR 95	PAYROLL
004416	02168	PAMELA FERBER	657.05	10 MAR 95	PAYROLL
004417	02177	GALLINA, KATHLEEN M.	568.65	10 MAR 95	PAYROLL
004418	02169	KIMBERLY GARWOOD	859.10	10 MAR 95	PAYROLL
004419	02185	MOLLY A. GATLIN	79.42	10 MAR 95	PAYROLL
004420	02167	ROSE E. HOWARD	476.13	10 MAR 95	PAYROLL
004421	02174	GAIL M. JUNG	598.43	10 MAR 95	PAYROLL
004422	02188	ANGELA M. KARCH	44.86	10 MAR 95	PAYROLL
004423	02189	MAIA S. KINGMAN	119.14	10 MAR 95	PAYROLL
004424	02162	DIANA KOOY	57.50	10 MAR 95	PAYROLL
004425	02158	JOAN KOPANDA	359.40	10 MAR 95	PAYROLL
004426	02178	SHARON K. LEWIS	86.40	10 MAR 95	PAYROLL
004427	02183	LOEHRER, KAREN L.	357.06	10 MAR 95	PAYROLL
004428	02172	CAROL MITCHELL	366.61	10 MAR 95	PAYROLL
004429	02160	BONNIE POWELL	310.60	10 MAR 95	PAYROLL
004430	02190	ROBYN L. SCHAEZEL	89.68	10 MAR 95	PAYROLL
004431	02156	SHARON SCHULENBERG	352.77	10 MAR 95	PAYROLL
004432	02163	EILEEN SPURGEON	56.52	10 MAR 95	PAYROLL
004433	02179	LYNN M. STALBAUM	77.39	10 MAR 95	PAYROLL
004434	02181	JACK STANDISH	309.66	10 MAR 95	PAYROLL
004435	02191	LORENE A. SUTTON	57.24	10 MAR 95	PAYROLL
004436	02157	JILL TACHTIRIS	427.21	10 MAR 95	PAYROLL
004437	02184	NICOLE E. VIROK	54.78	10 MAR 95	PAYROLL
004438	02186	ELAINE WALING	54.16	10 MAR 95	PAYROLL
004439	02175	WEBSTER, RACHAEL D.	129.66	10 MAR 95	PAYROLL
004440	02166	WHITED, AMBER	211.80	10 MAR 95	PAYROLL
004442	02182	MARGARET M. WOODS	268.30	10 MAR 95	PAYROLL
004443	02180	LEANNE YORK	736.85	10 MAR 95	PAYROLL
004444	02159	DIANE WIERS	415.99	10 MAR 95	PAYROLL
013618	02192	BANK ONE	3791.61	10 MAR 95	FICA & FED TAXES WITHHELD 10
013619	02193	INDIANA DEFERRED COMPENSATIO	135.00	10 MAR 95	WITHHELD FROM 10 FEB 95 PAYR
013620	02194	A AND R NEWS AGENCY	83.70	13 MAR 95	CHICAGO TRIBUNE-THRU AUGUST
013621	02195	A.E. BOYCE CO., INC.	18.95	13 MAR 95	TAX FORMS-1994
013622	02196	ABDO & DAUGHTERS	133.21	13 MAR 95	BOOKS
013623	02197	ACE HARDWARE	39.85	13 MAR 95	CLEANING SUPPLIES
013624	02198	ALA/BOOKLINKS	83.90	13 MAR 95	BOOKLINKS SUBSC. THRU 2/98-R
013625	02199	ASSOCIATED LIBRARIES, INC.	102.33	13 MAR 95	BOOKS
013626	02200	AVC CORPORATION	94.00	13 MAR 95	SERVICE CONTRACT-APRIL 1995
013627	02201	BAKER & TAYLOR	14.43	13 MAR 95	BOOKS-CONTINUATIONS
013628	02202	BAKER & TAYLOR	3190.07	13 MAR 95	BOOKS & GIFT FUND BOOKS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013629	02203	BEN FRANKLIN	9.53	13 MAR 95	CHILDREN PROGRAM SUPPLIES-DE
013630	02204	BETTY A. HUFF (PAS-TIME BOO	121.36	13 MAR 95	BOOKS
013631	02205	BIERMA HARDWARE, INC.	21.19	13 MAR 95	CLEANING SUPPLIES
013632	02206	CAROL BACHMAN	22.00	13 MAR 95	MILEAGE
013633	02207	CAROL MITCHELL	6.00	13 MAR 95	MILEAGE
013634	02208	CIRCLE "R" MECHANICAL, INC.	1742.00	13 MAR 95	PREV.MTNCE & ACTUATOR REPAIR
013635	02209	CROWN COMPUTER	110.00	13 MAR 95	COMPUTER REPAIRS-DEMOTTE
013636	02210	CUSTOM LAWN CARE	110.00	13 MAR 95	SNOW REMOVAL-RENSSELAER LIB.
013637	02211	DEMCO	9.24	13 MAR 95	ADHESIVE
013638	02212	DEMOTTE OFFICE SUPPLY	13.98	13 MAR 95	LABELS
013639	02213	DISCOUNT WIRING MATERIALS, I	107.10	13 MAR 95	FLUORESCENT BULBS-4'
013640	02214	DUMAS & MORIARTY	225.00	13 MAR 95	LEGAL SERVICES RENDERED-JAN.
013641	02215	EBSCO SUBSCRIPTION SERVICES	10091.86	13 MAR 95	ANNUAL RENEWAL SUBSCRIPTIONS
013642	02216	ECONOMICS PRESS, INC.	60.32	13 MAR 95	SUBSCRIPTION-1 YR.-FIRST RAT
013643	02217	FAGEN PHARMACY	5.54	13 MAR 95	UPS CHARGES
013644	02218	FASE'S	43.75	13 MAR 95	REDOUT FOR WATER SOFTNER-DEM
013645	02219	FILIP INC.	112.78	13 MAR 95	M-FOLDS,PAPER TOWELS, CLEANI
013646	02220	CINEMA CENTER (FILMIC ARCHIV	63.05	13 MAR 95	SUMMER READING PROGRAM MATER
013647	02221	FOREST HOUSE PUBLISHING CO.,	158.97	13 MAR 95	BOOKS
013648	02222	GAIL JUNG	11.00	13 MAR 95	MILEAGE
013649	02223	GAIL JUNG	53.31	13 MAR 95	POSTAGE, MAGNIFIERS, SILVER
013650	02224	GAYLORD BROS.	645.28	13 MAR 95	OVERDUE MAILERS
013651	02225	HAMSTRA BUILDERS, INC.	37.50	13 MAR 95	INVESTIGATE SEWER ODOR-WHEAT
013652	02226	HIGHSMITH CO. INC.	644.75	13 MAR 95	CONTACT PAPER
013653	02227	ILF/CYPD ANNUAL CONFERENCE	355.00	10 MAR 95	ILF CONF. REGISTRATION, 4/11
013654	02228	INCOLSA	50.00	13 MAR 95	ANNUAL MEMBERSHIP
013655	02229	INDIANA HISTORICAL SOCIETY	20.00	13 MAR 95	RENEWAL MEMBERSHIP/SUBSCRIPT
013656	02231	INFORMATION ACCESS COMPANY	400.00	13 MAR 95	MAG.INDEX PLUS - 1989-91 BAC
013657	02232	LODS COMMUNICATIONS	822.84	13 MAR 95	DATA LINES & LONG DISTANCE S
013658	02233	LEANNE YORK	80.53	13 MAR 95	UPS SHIPPING CHGS FOR MICROF
013659	02234	LERNER PUBLICATIONS CO.	567.96	13 MAR 95	BOOKS
013660	02235	LYNN DAUGHERTY	161.87	13 MAR 95	WORKSHOP, MILEAGE, BOOK, PHO
013661	02237	MARGE HOHNER	13.00	13 MAR 95	MILEAGE
013662	02238	MICROMARKETING ASSOCIATES	40.00	13 MAR 95	READ-ALONG BOOKS/CASSETTES
013663	02239	MILLBROOK PRESS	262.44	13 MAR 95	BOOKS
013664	02240	MONTGOMERY ELEVATOR CO.	147.80	13 MAR 95	ELEVATOR ADJUSTMENTS
013665	02241	NATIONAL SEMINARS GROUP	79.00	13 MAR 95	WORKSHOP-FERBER - 3/23/95
013666	02242	NIPSCO	1241.63	13 MAR 95	DEMOTTE UTILITIES-FEB. 1995
013667	02243	NORTHWESTERN INDIANA TELEPHO	135.06	13 MAR 95	TELEPHONE-DEMOTTE-MARCH 1995
013668	02244	PAM FERBER	16.50	13 MAR 95	MILEAGE
013669	02245	PARENT POWER	60.00	13 MAR 95	VIDEOS
013670	02246	POSTMASTER GENERAL	745.00	13 MAR 95	STAMPS:
013671	02248	PROFESSIONAL TRAINING ASSOC.	48.00	13 MAR 95	PERIODICAL SUBSCRIPTION THRU
013672	02249	QUILL	62.55	13 MAR 95	IMPRINTED MAILING LABELS, IN
013673	02250	REED REFERENCE PUBLISHING	152.42	13 MAR 95	CHILDREN'S BOOK IN PRINT 199
013674	02251	RENSSELAER REPUBLICAN	16.65	13 MAR 95	CLASSIFIED AD-RENS. CIRC. CL
013675	02252	REVCO D.S., INC.	7.50	13 MAR 95	SUNDAY PAPERS-DEMOTTE
013676	02253	SAINT JOSEPH COLLEGE	40.04	13 MAR 95	MICROFILMING OF RENS. REPUB

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

07 Mar 95

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
013677	02254	SECURITY COURIERS CORP.	841.60	13 MAR 95	TRANSPORT SERVICE THRU 3/3/9	
013678	02255	SELECTVIDEO	197.45	13 MAR 95	VIDEOS	
013679	02256	SEMINARS INTERNATIONAL	99.00	10 MAR 95	WORKSHOP, 3/14/95, K. GARWOO	
013680	02257	SIGNS BY DAVE	418.00	13 MAR 95	STEET LOGO SIGNS	
013681	02258	TEETERS CULLIGAN	24.80	13 MAR 95	WATER COOLER RENTAL & WATER	
013682	02259	TIME-LIFE EDUCATION	272.61	13 MAR 95	BOOKS	
013683	02260	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	13 MAR 95	SEWER SEVICE- JAN. 1995-DEMO	
013684	02261	TYSEN'S COUNTRY GROCERY, INC	28.43	13 MAR 95	CHILDREN & ADULT PROGRAM SUP	
013685	02262	UNITED SUPPLY CO. INC.	169.89	13 MAR 95	CONSTR.PAPER, PUZZLES, GLUE, C	
013686	02263	UNITED TELEPHONE COMPANY	605.85	13 MAR 95	TELEPHONE-RENS.-FEB. 1995	
013687	02264	VIDETTE MESSENGER	118.90	13 MAR 95	ANNUAL NEWSPAPER SUBSC.THUR	
013688	02265	WALL STREET JOURNAL	284.00	13 MAR 95	2 YR. SUBSCR. TO 5/97-DEMOTT	
013689	02266	WAL-MART STORES, INC.	86.78	13 MAR 95	VIDEOS, NOTEBK, CH. PROG. SUPPL	
013690	02268	ZECK HEATING	53.00	13 MAR 95	REPLACED FAN, BELTS ON AIR CI	
Constr. Fund	013691	02269	ALL-PHASE ELECTRIC SUPPLY CO	198.97	13 MAR 95	ROCK GUARDS & LENS FOR FLAG (only \$126.62)
	013692	02270	RODGER'S ELECTRIC & ALARM CO	679.00	13 MAR 95	MILROY DISPLAY CASE SECURITY
--TOTAL AMOUNT OF CLAIMS--			43576.30			

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 43576.30. Dated 13 MAR 95.

_____	_____
_____	_____
_____	_____
_____	_____

Salary Ordinance 1995

March 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 2	\$8.08	\$16,806.40	40	R
Bakker, Judy	Page	\$4.25	\$2,224.00	10	D
Beedle, Marlene	Lib. Asst. 1	\$6.48	\$9,603.36	28.5	D
Beever, Yvonne	Tech Serv Libn	\$12.50	\$20,193.60	40	R
Brown, Glenda	Specialist 1	\$7.75	\$16,120.00	40	R
Carr, Renee	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Daugherty, Lynn	Director	\$18.62	\$38,729.60	40	R
Eisele, Julie	Lib Asst 1	\$5.99	\$10,901.80	35	R
Fagen, Charlotte	Specialist 2	\$8.86	\$18,428.80	40	D
Ferber, Pam	Librarian	\$13.46	\$22,397.44	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,617.60	40	R
Garwood, Kim	Librarian	\$13.46	\$28,956.80	40	R
Gatlin, Mollie	Page	\$4.30	\$2,262.00	10	D
Howard, Rose	Janitor	\$8.00	\$16,640.00	40	D,W
Jung, Gail	Admin. Asst	\$8.65	\$17,992.00	40	R
Karch, Angela	Page	\$4.25	\$2,223.00	10	D
Kingman, Maia	Clerk	\$4.75	\$3,868.80	15	R
Kooy, Diana	Lib. Asst 2	\$7.69	\$3,199.04	8	D
Kopanda, Joan	Lib. Asst 2	\$7.69	\$12,796.16	32	D
Lewis, Sharon	Clerk	\$5.17	\$2,688.40	10	R
Loehrer, Karen	Lib. Asst 2	\$6.09	\$13,083.20	40	R
Mitchell, Carol	Lib. Asst 2	\$6.49	\$13,499.20	40	R
Powell, Bonnie	Lib. Asst 1	\$7.14	\$11,138.40	30	R
Schaetzel, Robyn	Page	\$4.25	\$2,223.00	10	R
Schulenberg, Sharon	Spec. Serv Lib	\$9.51	\$17,294.20	35	R
Spurgeon, Eileen	Clerk	\$6.12	\$1,591.20	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,288.00	10	W
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R
Sutton, Lorene	Clerk	\$4.50	\$7,087.50	35	R
Tachtiris, Jill	Specialist 1	\$8.09	\$16,827.20	40	D
Virok, Nicole	Page	\$4.30	\$849.00	3.75	R
Waling, Elaine	Page	\$4.25	\$2,240.00	10	R
Webster, Rachael	Clerk	\$5.59	\$3,778.84	13	D
Whited, Amber	Lib. Asst 1	\$6.24	\$7,787.52	24	W
Wiers, Diane	Specialist 2	\$8.08	\$16,806.40	40	W
Woods, Peggy	Lib. Asst 2	\$6.49	\$11,474.32	34	W
York, Leanne	Librarian	\$11.54	\$24,003.20	40	D

Total

\$441,564.89 1026.3

Margaret Hohner

William D. Doty

Robert Souza

Barbara Loeftner

Miriam Sawyer

Genevieve Egan

CIRCULATION BY ITEM FINE CODE
February 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	70	50	22	142
100 (1)	65	88	20	173
200 (2)	45	52	18	115
300 (3)	331	328	123	782
400 (4)	9	10	5	24
500 (5)	72	75	36	183
600 (6)	513	557	332	1402
700 (7)	204	275	113	592
800 (8)	47	63	20	130
900 (9)	177	369	90	636
B (10)	112	179	51	342
j000 (11)	15	22	7	44
j100 (12)	13	10	1	24
j200 (13)	29	6	9	44
j300 (14)	72	78	35	185
j400 (15)	11	9	0	20
j500 (16)	270	224	87	581
j600 (17)	108	104	52	264
j700 (18)	101	181	26	308
j800 (19)	22	64	10	96
j900 (20)	108	185	35	328
jB (21)	97	63	32	192
FIC (22)	1100	1570	483	3153
yaFIC (23)	44	61	22	127
LARGE PRINT (24)	55	44	20	119
jFIC (25)	279	402	151	832
jE (26)	1452	1727	1095	4274
jER (27)	565	180	173	918
Magazines (28)	1075	498	311	1884
Games/Toys (29)	0	29	0	29
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	82	174	28	284
jCassettes (33)	72	109	39	220
Compact Discs (34)	208	326	276	810
jCompact Discs (35)	5	2	6	13
Sound Recordings (36)	9	5	0	14
jSound Recordings (37)	0	2	3	5
Software (38)	0	0	0	0
Vertical File (39)	137	23	36	196
Equipment (40)	1	8	0	9
yapFIC (41)	255	176	130	561
jpFIC (42)	198	181	26	405
Reference (43)	27	56	18	101
Genealogy (44)	0	0	0	0
jMagazines (45)	54	15	36	105
VHS (46)	713	1014	744	2471
Free reads	427	346	131	904
Puzzles			1	1
Talking books		4		4
				0
TOTAL	9249	9944	4853	24046

APR.

AGENDA

Jasper County Public Library Board of Trustees
Monday, April 10, 1995, 7:00 PM
Rensselaer



Monthly Meeting

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Purpose

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-2)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 3)
- D. Workshop attendance (R 21)

General Business

- A. Introduction of Technical Services Librarian
- B. Policy committee report: Personnel Policy (R 5-R 18d)
- C. Long Distance Learning Grant (R 19-R 20)
- D. Advance Draw Resolution (R 21)

Action

Action

Director's Report (R 21 - R 23)

Information

Items for future Agendas

Public Forum

Adjournment

Christmas Party tonight! Don't forget to bring goodies. I'll bring decorations.

JASPER COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

MINUTES.....March 13, 1995
Rensselaer Public Library Meeting Room 7:00 PM

Present: R. Souza, A-M Egan, M. Hohner, B. Leestma, W. Doty, M. Lawyer, L. Daugherty. Absent: M.L. Casey

An Executive Session was held for the annual evaluation of the Library Director. The regular meeting began at 7:20 PM.

AGENDA: A.M. Egan moved to accept the agenda. M. Lawyer seconded the motion. Motion passed.

CONSENT AGENDA: The Board unanimously approved the Consent Agenda items; namely, the February Meeting Minutes, the Bills/Financial Reports, Salary Ordinance, and Workshop attendance request, on a motion by M. Hohner, seconded by M. Lawyer.

BOARD BYLAWS: Upon reviewing the Bylaws, the words "to him" were deleted in Article VI, Section 2 and Section 3. M. Lawyer made a motion, seconded by A-M Egan, to accept the bylaws as amended. Motion passed 4-2, with R. Souza and W. Doty casting nay votes. Their objection was in regard to the provision requiring two monthly board meetings at DeMotte and two at Wheatfield.

JASPER FOUNDATION: W. Doty moved that the library *not* invest any Gift Fund money in the Jasper Foundation. M. Lawyer seconded the motion. The vote was 4 yes, 1 no, and 1 abstention. B. Leestma voted no; R. Souza, W. Doty, M. Hohner, and M. Lawyer voted yes; and A-M Egan abstained. Motion passed.

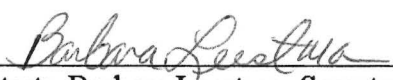
NILBA DINNER: There were no reservation requests to attend the March 30th NILBA dinner.

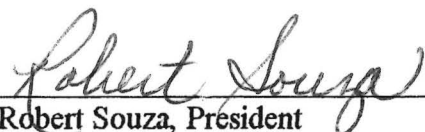
DIRECTOR'S REPORT: L. Daugherty will be attending a grant workshop for the 1995 LSCA Distance Education Satellite Grants. The satellite grant would allow for educational classes to come to our area via satellite. She is interested in possibly applying for these grants.

The Board agreed to recognize a library's outstanding performance with letters of commendation.

The Christmas Party postponed in December will be held at the April Meeting. Bring your hors d'oeuvres and come early and enjoy.

With no more business, the meeting was adjourned at 8:02 PM on a motion by M. Lawyer, seconded by M. Hohner.


Attest: Barbara Leestma, Secretary


Robert Souza, President

MEMORANDUM

Personnel Policy

Policy Committee Recommendations

Summary: The Personnel Policy in your packet has some minor changes, made mainly for clarity. Since they are not substantive changes, they are not identified. Major changes are shown in boxed areas after the original version of the paragraph or section.

Discussion: The Policy Committee met several times before drafting the attached Personnel Policy for your approval. Highlights of changes recommended are as follows:

Salaries: Salaries were upgraded in recognition of the fact that our page and clerical salaries are too low in relation to other local businesses.

Salaries for professional librarians were not raised. See explanation on Salary Schedule Draft page in policy.

Sick leave: This draft addresses one of the staff's main concerns: that sick leave to care for immediate family members was limited by the Board, two years ago, to persons living in the employee's home. In response to the real concern of staff who may find themselves the primary caregiver for a parent or child no longer living in the home, 2.5 was added. By limiting the number of sick days which could be used for this purpose, we feel we help meet the employee's need while still safeguarding the library's responsibility for public service.

We feel the staff is using their sick leave judiciously, as they should. Nevertheless, we wanted to stress, in this section, the fact that sick leave is not an earned *right* but a *privilege* given for a certain stated purpose.

Vacations for Certified Staff: To remain competitive in our search for qualified librarians, and to recognize the stressful nature of professional positions, we recommend that certified staff begin with 1.5 days vacation per month (or 3 weeks per year). (Note: JCPL's vacation limits also contain personal leave days. Other libraries list personal leave days separately.)

Appropriate Dress: The Committee recommends that the dress policy be limited to a statement on jeans, cut-offs and shorts. Because dress styles change rapidly and no policy can cover all items of clothing which would be inappropriate for work, we recommend that the Board let Lynn and her supervisors establish management guidelines to address other inappropriate clothing.

Next Step(s). We recommend that this Personnel Policy, revised and supported by the Policy Committee, be accepted by the Board.

Vote: To adopt the Personnel Policy, as revised by the Policy Committee, to take effect immediately, except that the Salary Schedule changes will take effect January 1, 1996.

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those who are not covered by the terms of the Fair Labor Standards Act.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "The Board".
3. **The Jasper County Public Library** will hereinafter be referred to as "JCPL".
4. **Certified employees** are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified employees** are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Each employee will be evaluated annually. New employees will also be evaluated upon completion of six (6) months of employment. The Director will be evaluated annually in March.
6. (New section): Close relatives of Board members or the staff shall not be employed by the Library.

SALARIES

1. Salaries

1.1 This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library. The review will also determine whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.

1.2 The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.

1.3 The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

1.4 Salary ranges

SALARIED (Based on 40 hours)

Director	To be determined by the Board
Agency Librarian	21,000-30,000
Children's Librarian	18,000-25,000
Bus. Mgr/Admin. Assistant	15,000-21,000
Technical Services Libn	24,000-31,000
Special Services Librarian	14,000-19,000
Library Specialist I	12,000-17,500
Library Specialist II	16,000-20,000
Library Assistant I	10,400-15,000
Library Assistant II	12,000-16,000

HOURLY (based on hourly rate)

Janitor	6.50 - 8.00
Janitor/maintenance	7.00 - 8.65
Clerk	4.50 - 6.00
Page	4.25 - 4.50

SALARIED (Based on 40 hours)

Director	To be determined by the Board
Agency/Tech Serv. Librarian	22,880-32,240
Bus. Mgr/Admin. Assistant	16,120- 22,048
Special Services Librarian	14,664- 19,594
Library Specialist I	14,664- 18,117
Library Specialist II	16,640- 20,613
Library Assistant I	11,440- 15,600
Library Assistant II	12,834- 16,828

HOURLY (based on hourly rate)

Janitor	6.50 - 8.10
Janitor/maintenance	7.00 - 8.65
Clerk	5.00 - 6.59
Page	4.50 - 5.25

1.5 Explanation of Schedule

1.5.1 Each position includes several steps within the minimum and maximum stated amounts. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First six months	Step 1
Second six months	Step 2
After 1 year	Step 3
After 2 years	Step 4
After 3 years	Step 5
After 4 years	Step 6
After 5 years	Step 7
After 6 years	Step 8
After 7 years	Step 9
After 8 years	Step 10
After 9 years	Step 11

1.5.2 All new employees shall be granted a probationary appointment for a period of six months. This probationary period is a working test during which the new employee must satisfactorily demonstrate the ability to perform his/her duties. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.

1.5.3 Thereafter, advances in steps will be awarded in January. By January, an employee must have spent at least 4 months in a 6 month step or 8 months in a 12 month step before being eligible to advance to the next step. Otherwise, the employee remains in his/her present step until the following January.

1.6 Longevity

An employee who reaches the top of his/her salary range would receive longevity pay each year providing he/she is eligible for a salary increase. The amount would be calculated on service years adjusted to full-time equivalence.

The amounts are as follows:

\$250 per year	4-9 years service
\$300 per year	10-14 years service
\$350 per year	15-19 years service
\$400 per year	20 years and above

1.7 Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to advance to the next step or to receive longevity pay.

1.8 Changing Classifications

1.8.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

1.8.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

1.8.3 Upon promotion, an employee's salary shall immediately be raised to a rate in the new classification which will be above his/her present rate.

Employees who are promoted from one classification to a higher classification shall advance to the next step in January of the following year, if they have spent the requisite 4 or 8 months in their present step. (see 1.5.3 above)

1.9 Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical and typing work. May also work at circulation desk.

Library Assistant I: H.S. graduate. In addition to doing duties of a clerk, will do basic reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation.

Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building or a major department (adult or youth services or automated systems administration).

Special Services Librarian: College graduate responsible for area of library operation requiring extensive independent judgment and responsibility.

Business manager/Administrative Assistant: Manages business operations of Library System including supply inventory, financial records, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance Person: Responsible for cleaning and maintenance of library building.

Children's Librarian: MLS degree. Responsible for children's and young adult services.

Agency Librarian: MLS degree. Responsible for the operation, administration and management of DeMotte, Rensselaer or Wheatfield Library.

Technical Services Librarian: MLS degree. Responsible for ordering, cataloguing and processing materials for the library system .

Director: MLS degree plus 2-3 years supervisory experience. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$4.25	\$4.30	\$4.40	\$4.50							
Clerk	\$4.50	\$4.75	\$5.17	\$5.59	\$6.00						
Library Assistant I	\$5.00	\$5.50	\$5.99	\$6.42	\$6.70	\$6.97					
Library Assistant II	\$5.77	\$6.09	\$6.49	\$6.89	\$7.29	\$7.69					
Janitor	\$6.50	\$6.50	\$6.75	\$7.15	\$7.55	\$8.00					
Janitor/Maintenance	\$7.00	\$7.00	\$7.35	\$7.75	\$8.15	\$8.65					
Library Specialist I	\$6.73	\$6.73	\$7.07	\$7.41	\$7.75	\$8.09	\$8.41				
Library Specialist II	\$7.69	\$7.69	\$8.08	\$8.47	\$8.86	\$9.24	\$9.61				
Special Services Librarian	\$6.73	\$6.73	\$7.13	\$7.63	\$8.13	\$8.63	\$9.12				
Administrative Assistant	\$7.21	\$7.21	\$7.69	\$8.17	\$8.65	\$9.13	\$9.61	\$10.10			
Children's Librarian	\$8.65	\$8.65	\$9.31	\$9.91	\$10.53	\$10.89	\$11.45	\$12.02			
Agency Librarian	\$10.10	\$10.10	\$10.58	\$11.06	\$11.54	\$12.02	\$12.50	\$12.98	\$13.46	\$13.94	\$14.42
Systems Administrator/Tech- nical Services Librarian	\$11.54	\$11.54	\$12.02	\$12.50	\$12.98	\$13.46	\$13.94	\$14.42	\$14.90		
			Adopted by board 7/94								

	SALARY SCHEDULE					DRAFT 95					
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$4.50	\$4.75	\$5.00	\$5.25							
Clerk	\$5.00	\$5.25	\$5.67	\$6.09	\$6.59						
Library Assistant I	\$5.50	\$6.00	\$6.40	\$6.80	\$7.20	\$7.50					
Library Assistant II	\$6.17	\$6.49	\$6.89	\$7.29	\$7.69	\$8.09					
Janitor	\$6.50	\$6.50	\$6.85	\$7.25	\$7.65	\$8.10					
Janitor/Maintenance	\$7.00	\$7.00	\$7.35	\$7.75	\$8.15	\$8.65					
Library Specialist I	\$7.05	\$7.05	\$7.37	\$7.71	\$8.05	\$8.39	\$8.71				
Library Specialist II	\$8.00	\$8.00	\$8.38	\$8.77	\$9.16	\$9.54	\$9.91				
Special Services Librarian	\$7.05	\$7.05	\$7.43	\$7.93	\$8.43	\$8.93	\$9.42				
Bus.Mgr/Admin. Asst	\$7.75	\$7.75	\$8.19	\$8.67	\$9.15	\$9.63	\$10.11	\$10.60			
Tech Serv/Agency Librarian	\$11.00	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50

Page: Begins 25 cents higher, then increases to a level 75 cents higher than previously. Page salaries now are not competitive with other jobs for high school students in area.

Clerk: Increased 50 cents across the board. It is very difficult to keep clerks because of low wages we pay. We have only one who has worked for us for more than a year.

Library Assistant 1: Increased 50 cents across the board. Even so, top salary at 40 hours per week is only \$15,600 -- after 5 years' experience.

Library Assistant 2: Increased 40 cents. Top salary: \$16,827.

Janitor: Starts as at present. Ends 10 cents higher. Seems adequate.

Janitor/Maintenance: Stays the same

Library Specialist 1, Library Specialist II and Special Services Libn: 30 cents higher

Business Manager/Admin. Assistant: 50 cents higher. I feel this is needed because of the level of expertise and experience this person must have to fill this position.

Librarian: I have eliminated the various distinctions between positions. I have eliminated some of the lower steps of these positions. We will never be able to hire anyone for any of our professional positions for less than \$11.00 per hour (\$22,880 annual salary). For that we might be able to hire an MLS Children's Librarian or a librarian just out of library school for Wheatfield. With professional positions, I determine at what step to start someone by their experience and the supply of candidates for a particular type of job. Therefore, one range is sufficient as long as it has enough steps in it. The top salary is \$32,240 which is still low.

At Lake County, the maximum salary for the lowest level professional is \$41,081. For an assistant director, the maximum is \$54,294.

At LaPorte, the maximum for a professional is \$32,000, for a department head (which most of ours are) \$38,000 and for an assistant director \$45,000.

BENEFITS

1. Employees qualified for benefits Sections 2 through 7 apply only to persons working 32 or more hours per week, except that persons working between 21 and 32 hours per week as of June 7, 1993, will continue to accrue and receive benefits as described in sections 2 through 7 of this policy.

2. Sick Leave

2.1 A sick day is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive 1 sick day with pay per month during their first partial year of employment. Sick leave with pay of 12 days per year is granted each January thereafter.

2.3 Sick leave may accumulate to a maximum of 60 days.

2.4 Sick leave may be used in case of illness of the employee, spouse, parent or child of the employee provided these are living in the employee's household.

New: 2.5 Five (5) days of an employee's sick leave per year may also be used for critical care needs of a parent or child not living in the household, with approval of the Director.

2.6 Sick leave may be used for medical appointments if an appointment cannot be made on the employee's own time.

Added wording : 2.7 Sick leave is a privilege to be used only for the above purposes. Sick leave cannot be used as vacation or earned time off.

3. Holidays

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays which are determined by the Holiday Policy.

3.2 Employees are to be paid for the hours they are regularly scheduled to work on that day of the week.

3.3 If the holiday falls on the employee's regular day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Exempt employees must take equivalent time off by the end of the next pay period. If the employee does not work the same number of hours per day, total the hours for a week and divide by 5 to determine hours to be granted as equivalent time off.

3.4 Each employee will also receive a holiday on his/her birthday or another day in his/her birthday month. This holiday must be approved in advance by the Director or his/her designee.

4. Vacations

4.1 Schedule of earned vacation credit

4.1.1 Certified

A. Librarian working an average of 32 hours per week

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

Change to: 0-4 years' service - 1.5 days per month with pay
5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified

A. Employees working an average of 32 hours per week

0-4 years' service - 1 day per month with pay

5-14 years' service - 1.5 days per month with pay

15+ years' service - 2 days per month with pay

4.2 Regulations

4.2.1 A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.2.2 No employee may take vacation without approval of the Director or his/her designee

4.2.3 Vacation time is not cumulative from one year to the next.

4.2.4 Vacation time accrued during one calendar year may not be taken until January of the following calendar year except that a new employee is not eligible to use vacation time until after completing one year continuous employment. At that time, the new employee may take vacation time accrued between his/her starting date and the end of the calendar year in which he/she started.

4.2.5 After first partial year of employment, all vacation time will be figured on the calendar year.

4.2.6 Any employee leaving before the end of any year will be paid for unused vacation leave.

New wording: 4.2.7 Vacation leave will not accrue during unpaid leaves of absence.

5. Funeral leave

5.1 Time off with pay for not more than three (3) working days may be granted by the Director so that the employee may arrange for and attend a funeral of the employee's spouse, child, sibling, grandparent, parent or spouse of any of the above.

6. Excused absences

6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. Excused absences are granted when weather conditions necessitate the closing of the library or releasing staff to permit safe travel.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 Jury Duty

6.2.1 Employees will be granted leave of absence with pay for jury duty.

6.2.2 Pay under such circumstances shall be determined as the difference between normal wages for working hours missed at the library and the pay received for jury duty.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

- Director
- Assistant Director
- Agency Librarian
- Children's Librarian
- Technical Services Librarian
- Administrative Assistant
- Library Specialist
- Library Assistant
- Special Services Librarian

7.2 The employee's contribution to PERF is 3% of gross earnings. In addition, the Library also contributes an amount to the fund in the employee's name.

8. Health insurance

8.1 Employees working 35 hours or more per week are eligible to apply for a health insurance policy designated by the Library Board. A choice of options is available through this plan for the employee.

8.2 By December of each year, the Board will determine the monthly employer contribution for the following year.

New: 8.3: An employee must contribute a minimum of \$1.00 per premium period toward his/her own health insurance.

8.4 If accepted by the insurance company, the employee may authorize the library to make payroll deductions from his/her salary for the employee's portion of the premiums.

9. Meal time

Each employee working seven (7) hours or more in one day is allowed up to one (1) hour of their own time for lunch or supper.

10. Break time

Each employee is allowed a break of 15 minutes of *paid* time for each continuous working schedule of three and one-half (3 1/2) hours .

11. Leave without pay

Leave without pay may be granted by the Director as long as it is not detrimental to JCPL.

12. Overtime/Compensatory Time

12.1 Except in emergency situations, non-exempt employees may work overtime only if compensatory time off can be arranged so that they work no more than 40 hours per week. Compensatory time must be taken within the same pay period.

12.2 Exempt employees may work overtime and will receive compensatory time if it is taken before the end of the pay period following the pay period in which the overtime was worked. Compensatory time may be taken at a later date only by special permission of Director.

13. Meetings and conferences

13.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

13.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF or the New Network.

13.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to sections 12.1 and 12.2 above.

13.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Tuesday preceding the next board meeting.

14. Travel Expenses

14.1 Approved library business includes conferences, workshops or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

14.2 A travel allowance of 25 cents per mile will be reimbursed for expenses incurred while employees or board members are traveling on approved library business.

15. Appropriate dress

In order to project a professional image of the library, staff may not wear jeans, cut-offs or shorts of any kind while on duty. Split skirts are acceptable if they are of reasonable length and look like skirts. Slacks are acceptable as are tights as long as tops worn with them are of reasonable length. Jeans and other clothing normally judged unacceptable for work will be allowed in special instances with permission from the Director.

In order to project a professional image of the library, staff may not wear jeans, cut-offs, or shorts while on duty. Jeans and other clothing normally judged unacceptable for work will be allowed in special instances with permission from the Director.

Sick Leave Policies March 1995

Library	Days	Days	Personal	Medical			Illness of -----				Funeral	Accumulates to ----				
	(Full-Time	(20hrs or	illness/	Appointmts	Spouse	Children	Parents	Parent	Siblings	Son/dau-		20	60	90	120	160
		more)	injury					in-laws		in-law						
JCPL	12	12	x	x	x****	x****	x****						x			
Jackson County P.L.	13	13	x											x		
Wells County P.L.	12	3	x	x	x	x	x	x	x				x			
LaPorte County P.L.	12	Pro-rated	x												x	
Lowell P.L.	10		x	x	x	x	x						x			
Westchester P.L.	12	Pro-rated	x		Illness of immediate family members										x	
Plymouth P.L.	12		x	x	x*	x*	x*	x*	x*	x*				x		
Lake County P.L.	12	12	x	x	May be used for family care-giving											x
Crown Point P.L.	12	Pro-rated	x	x	Illness of an immediate family member										x	
Starke County P.L.	10/12**	Pro-rated	x	x	Illness of members of the immediate family							x				
Porter County P.L.	12	Pro-rated	x	***	Illness of immediate family members or dependents										x	
Hammond P.L.	12		x											x		

* A maximum of 5 days per calendar year of the employee's sick time may be used for illness in the employee's immediate family which requires the employee's care for the family member.

** Director has 12 sick days. Other fulltime staff and branch managers have 10 days.

*** When medical appointments are necessary during library hours, a special personal leave of less than 4 hours may be granted by Director.

**** Only when family member is living in employee's home.

The Lowell Library provides up to 5 days of "leave with pay" in the case of serious illness in the family. After this is used, the employee may draw on her sick days to receive pay to care for the relative.

3 personal days per year.

Jackson Co. Public Library

Director: 20 days annually

<u>Yrs of employment</u> (MLS Degree or State Library Certification)	<u>Prof Staf</u>	<u>Non-Prof.</u>
1- 5 years	10 days	10 days
5-8 years	15 days	10 days
8 & after	20 days	15 days

Two personal leave days per year.

Crown Point Community Library

Director: Vacation set by the Board.

Other full time staff: 1-4 years= 10 days; 5-9 years=15 days; 10 yrs & above = 20 days

Part-time - prorated. Custodial - 2 weeks

2 personal days each year for full time employees

Lake County Public Library

Librarians, administrators and para-professional II = 20 days

Para Professional I, Clerks, Maintenance: 1-5 = 10 days; 6-10 = 15 days; 11 and above = 20 days

Part time employees are pro-rated.

2 personal days per year. Unused may be converted to sick time.

Plymouth Public Library

Director and Assistant Director: After 1 year = 10 days; After 2-9 years = 15 days; After 10 years = 20 days.

After 1 year = 5 days

After 2-9 years = 10 days

After 10 years = 15 days

Personal leave: 3 days

LaPorte Public Library

Department Heads, Assistant Director; Director: 20 working days annually

State Certified IV or higher = 20 days annually

Non-certified employees: 1-5 years = 10 days; 6-10 years = 15 days; 11 and above years = 20 days.

Paid Leave

JCPL

1994

24 persons eligible for paid leave

Funeral leave: 4 persons took a total of 11 days = 2.75 days per person

Sick leave: 23 persons took a total of 131.9 days = 5.7 days per person

Paid Leave

JCPL

1993

24 persons eligible for paid leave

Funeral leave: 11 persons took a total of 14.5 days = 1.3 days per person

Sick leave: 23 persons took a total of 154.5 days = 6.7 days per person

MEMORANDUM

Distance Learning Project Grant

Summary: I would like the Board's permission to apply for a \$6,000 grant for a satellite dish, receiver, cables and related equipment and supplies. This would enable the Rensselaer library to receive commercial as well as non-Indiana based educational programs that could be used for life-long learning for both local citizens and area library staff.

Discussion: With this tunable satellite dish and receiver system, we could receive both C-band and Ku-band satellite transmissions. I understand we can obtain the basic equipment within this \$6,000 budget. I would like to purchase a larger screen monitor for this purpose. If this is not possible within grant budget constraints, I feel we could find another source of funding for this (gift funds or possibly an organization in the community).

We are considering wiring both the meeting room and the study room to receive satellite programming -- so that we do not tie up the meeting room if a program is obtained for the use of one or two persons only. Programming costs will be recouped by charging admission for the programs in some cases. In other cases, an organization desiring a specific program would pay the cost of the program directly. Many programs, such as Learning Channel and Discovery Channel programs may be obtained free of charge. In many cases, we could tape the programs and show them at a more convenient time.

Karen Loehrer has volunteered to be the staff person to work with this program. She would help individuals or organizations find the programs to meet their needs. She would publicize available programs, enroll students and train them to use the equipment if necessary. One library which presently operates a Distance Learning program estimates that it takes one staff person about 10 hours per week to administer the program. Other costs are minimal: occasional FAX or phone charges for scheduling the programs and, in some cases, for communication between students and program providers (usually these are 800 numbers).

We are presently surveying the community to determine the kinds of programs desired. I will be speaking to Rotary Club about this in the middle of April. We are also collecting a variety of catalogs of available resources.

Thus far I have found a great deal of enthusiasm for this added service. I am particularly looking for organizations who can say "Yes, we will have funds to utilize this service for our employees (or for our public information services)".

We see a need for programming in the following areas: management skills, secretarial/employee skills, marketing, finance, parenting, agricultural programming (by County Extension).

An amazing variety of programs is available. Our problem is finding information about these programs. We have made a start. Some free programming we could obtain in 30 minute segments and save to show in several 2 hour segments. For example:

- Accounting For Managers
- Business of Better Writing
- A Baby's World (developmental stages).

Some of the programs with a \$200 - \$700 cost include

- Business law (3 month course for business persons offered by PBS)
- Discovering Psychology (3 month course by PBS)
- Growing Old in a New Age (process of aging and its impact on the lives of individual and society. (PBS)
- The Sales Connection: Principles of Selling (3 month course by PBS)
- ERISA Basics (2 part primer available through Amer. Bar Assoc) for lawyers

Next Step(s). The Board must decide if it wishes us to apply for this grant.

Vote: To recommend that the Director proceed with an LSCA grant application for a tunable satellite dish and receiver system.

CIRCULATION BY PATRON CODE
March 1995

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	986	10.5%	967	9.9%	638	13.3%	2591	10.8%
Adult Female (1)	5326	56.7%	5016	51.4%	2706	56.3%	13048	54.4%
Juvenile 0-11 (2)	1495	15.9%	1633	16.7%	648	13.5%	3776	15.8%
YA 12-17 (3)	723	7.7%	774	7.9%	505	10.5%	2002	8.4%
Nonresident No Fee (4)	97	1.0%	281	2.9%	75	1.6%	453	1.9%
Board/Staff (5)	362	3.9%	424	4.3%	203	4.2%	989	4.1%
School (6)	0	0.0%	73	0.7%	0	0.0%	73	0.3%
St. Joseph College (7)	0	0.0%	75	0.8%	0	0.0%	75	0.3%
State Library Card (8)	0	0.0%	7	0.1%	0	0.0%	7	0.0%
Nonresident Fee (9)	96	1.0%	218	2.2%	0	0.0%	314	1.3%
Corporate (10)	0	0.0%	60	0.6%	0	0.0%	60	0.3%
Reciprocal (11)	308	3.3%	240	2.5%	30	0.6%	578	2.4%
Total	9393		9768		4805		23966	
Total items borrowed by nonresidents	501	5.3%	894	9.2%	105	2.2%	1500	6.3%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
March 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	23	16	13	52
Number attending	389	319	199	907
YA Programs (14-17)			1	1
Number attending	44	2	18	64
Adult Programs	4	6	3	13
Number attending	103	136	28	267
Senior Citizen Programs				0
Number attending	13	7	10	30
 TOTAL NO. OF PROGRAMS	 27	 22	 17	 66
TOTAL PERSONS ATTENDING	549	464	255	1268

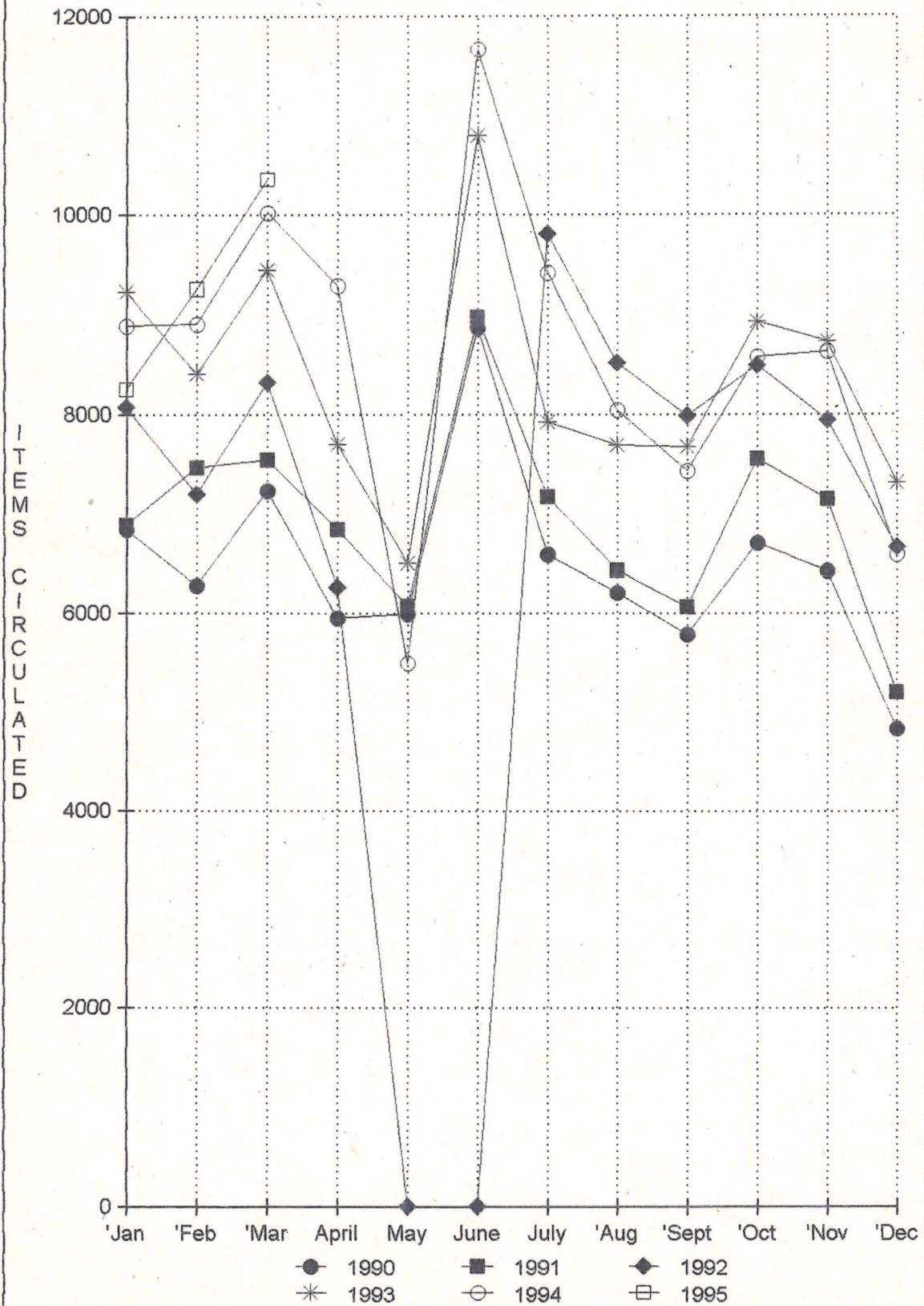
JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5097	5399	2166	12662
Added this month	163	191	50	404
Withdrew this month	56	68	9	133
Total registered	5204	5522	2207	12933
Non-resident, paying	34	41	0	75
PLAC card users	0	4	0	4
Reciprocal borrowers	126	67	3	196
XX				
INTRALIBRARY LOANS FILLED	175	161	64	400
LOCAL HISTORY				
In person	8	35		43
Letters		1		1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	20	167	37	224
Software used	20	183	41	244
VCR Use	3			3
Microforms	6	56		62
Other	13	4	1	18
XX				
INTERLIBRARY LOANS				
Requests made for:	52	76	19	147
Items rec'd for:	39	70	12	121
Items outstanding:	13	6	7	26
Items from Indiana libraries	24	52	9	85
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries			3	3
Info sent to other libraries				0

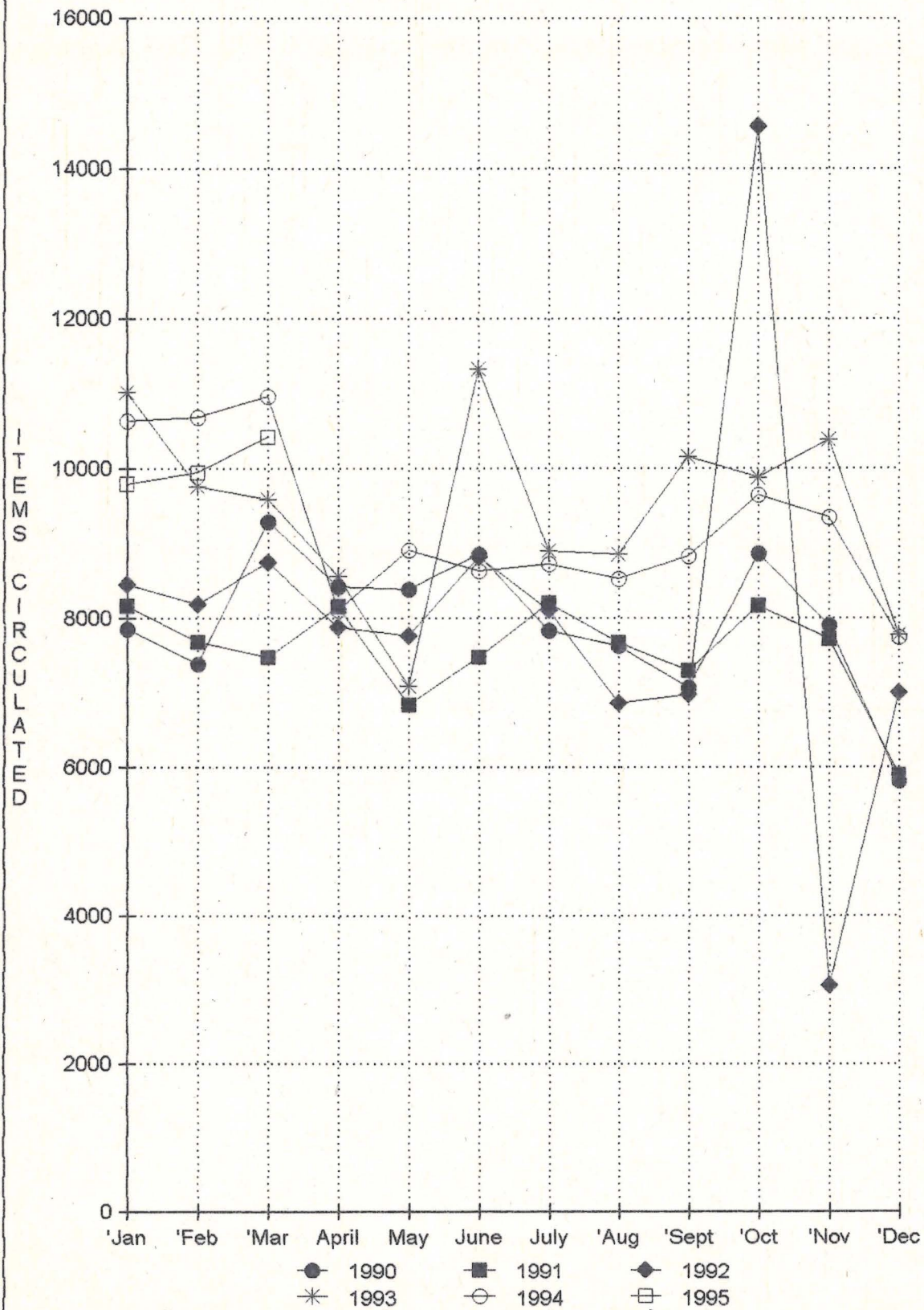
CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
	Added		Withdrawn		CIRC- ULA- TION	Added		Withdrawn		CIRC- ULA- TION	Added		Withdrawn		CIRC- ULA- TION	TOTAL CIRCULA- TION	
	V	T	V	T		V	T	V	T		V	T	V	T			
	O	I	O	I		O	I	O	I		O	I	O	I			
	L	T	L	T		L	T	L	T		L	T	L	T			
	U	L	U	L		U	L	U	L		U	L	U	L			
	M	E	M	E		M	E	M	E		M	E	M	E			
	E	S	E	S		E	S	E	S		E	S	E	S			
March 1995			S			S		S			S		S				
XX																	
ADULT BOOKS																	
Fiction	55	55			2182	104	104	0	0	2594	42	42	1	1	907	5683	
Nonfiction	68	62			2105	99	93	5	5	2049	19	16	12	12	964	5118	
CHILDREN'S BKS																	
Fiction	39	37			2583	50	46	1	1	2562	21	20			1139	6284	
Nonfiction	25	24			969	67	60	0	0	1050	23	19			389	2408	
MAGAZINES, ADT					1078					401					425	1904	
MAGAZINES, CH					98					15					42	155	
GRAPHIC MAT'L										25					15	40	
MICROFORMS																	
SOUND RE/ADULT					269	26	26	0	0	447					306	1022	
SOUND REC., CH	4	4			78	5	5			145	0	0			50	273	
CD ROM SOFTWR						4	4									0	
SOFTWARE																0	
VERTICAL FILE					281					152					1	434	
VHS	5	5			710	5	5	1	1	968					756	2434	
EQUIPMENT					2					1						3	
TOTAL	196	187	0	0	10355	360	343	7	7	10409	105	97	13	13	4994	25758	
XX																	
PERCENT INCREASE/DECREASE					3.3%					-4.9%					7.3%		
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD		
Total Materials Owned					30788					44626					23321		
Total Titles Owned					28759					40967					21251		
Daily Avg Circulation					384					386					185		
XX																	
MONTHLY SYSTEM STATISTICS					1994					1995					% change		
Circulation					23051					25758					12%		
Jan. to date circulation					69419					71828					3%		

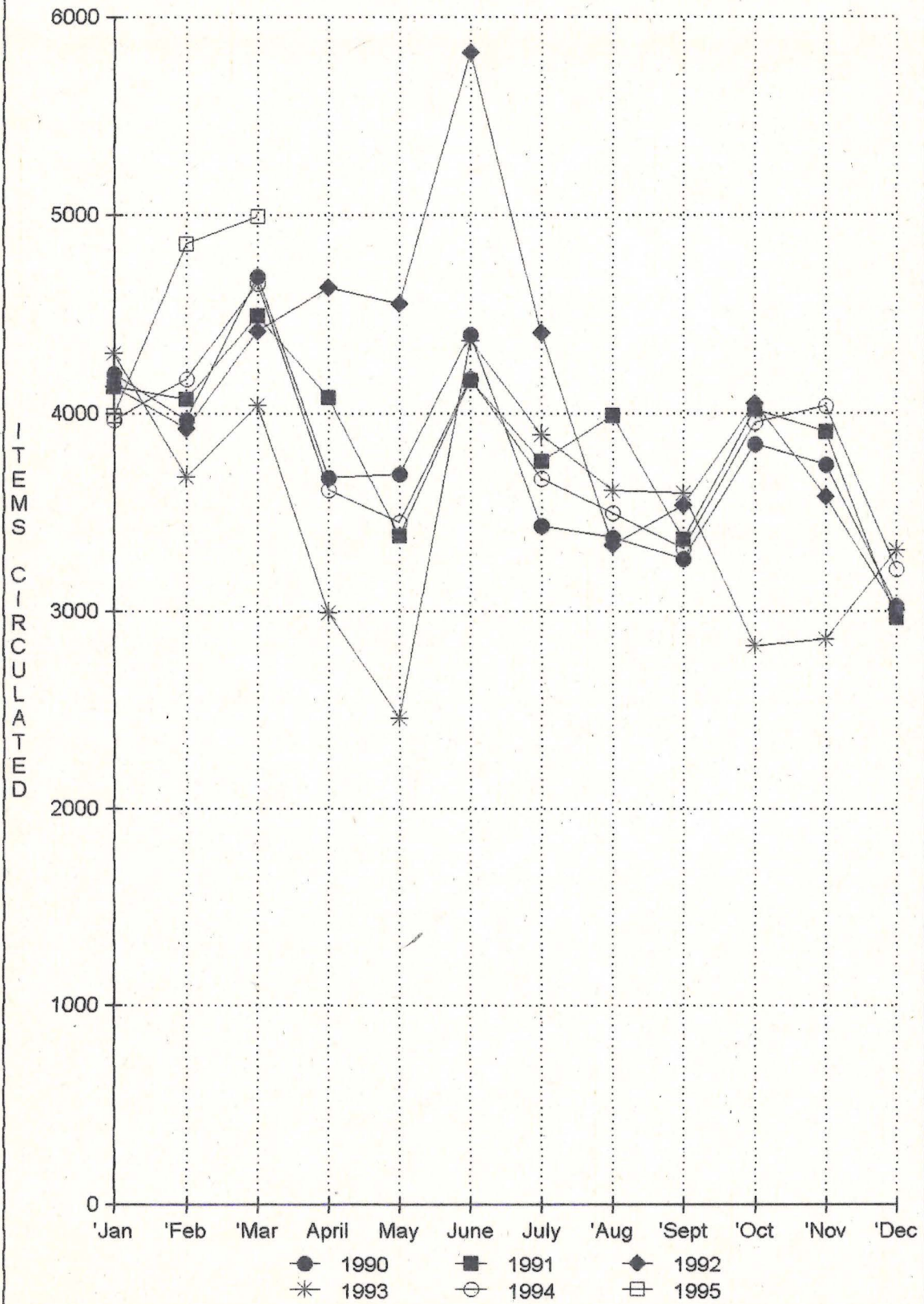
DEMOTTE



MONTHLY CIRCULATION RENSSELAER



MONTHLY CIRCULATION WHEATFIELD



JCPL FINANCIAL STATEMENT

MARCH 31, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$6,306.84	\$13,685.43	\$68,490.83	\$186,863.96	\$90,384.25
Investments \$0.00						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Funds:						
DeMotte	\$2,362.04	\$15.00	\$40.00	\$0.00	\$32.96	\$2,369.08
Rensselaer	\$1,718.02	\$20.00	\$100.00	\$14.72	\$147.13	\$1,670.89
Wheatfield	\$714.28	\$0.00	\$0.00	\$0.00	\$0.00	\$714.28
Gift Fund	\$4,794.34	\$35.00	\$140.00	\$14.72	\$180.09	\$4,754.25
Bond & Interest Redemption Fund	\$128,832.99	\$0.00	\$0.00	\$0.00	\$0.00	\$128,832.99
Investments \$100,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Construction Fund	\$15,344.67	\$743.14	\$1,054.92	\$805.62	\$3,830.62	\$12,568.97
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	(\$109.33)	\$220.09	\$515.21
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$829.05)	\$49.50	\$2,533.53
Advanced EIC		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$7,084.98	\$14,880.35	\$68,372.79	\$192,269.26	\$270,797.39

DATE {31 Mar 95} {CURRENT BANK BALANCES }

A1 {BANK ONE CHECKING }	B1 {	123113.63}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	12568.97}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	0.00}
A4 {FIRST OF AMERICA BANK }	B4 {	10271.42}
A5 {DEMOTTE STATE BANK }	B5 {	15549.43}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	4195.74}
A7 {NBD BANK, N.A. }	B7 {	3865.67}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	1232.53}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	0.00}
A10{CD #7900074936 }	B10{	100000.00}
A11{ }	B11{	0.00}
A12{ }	B12{	0.00}
A13{ }	B13{	0.00}
A14{ }	B14{	0.00}
A15{ }	B15{	0.00}

TOTAL	B16{	270797.39}

REPORT FOR REGISTER OF INVESTMENTS

OPEN INVESTMENTS AS OF 30 Mar 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 APR 95	7900074936	FIRST OF AMER.	31 DAYS	100000.00	5.70	140.03	29 MAR 95	.00	
--TOTALS--				100000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS

CLOSED INVESTMENTS AS OF 30 Mar 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 SEP 94	001-046-6211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
13 DEC 94	001-046-6212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
--TOTALS--				500000.00				6616.52	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Mar 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	9635.58	29094.42	25%
1.12	SALARY OF ASSISTANTS	381564.00	.00	381564.00	28101.42	86375.90	295188.10	23%
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2092.00	6590.10	20228.90	25%
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2556.65	7848.94	26292.06	23%
1.22	UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	.00	78.07	1161.93	6%
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	5166.01	18051.99	22%
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	.00	16319.00	.00	1709.04	14609.96	10%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	275.15	1224.85	18%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	32.03	451.76	498.24	48%
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	.00	600.00	0%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	82.05	627.85	3872.15	14%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	.00	4000.00	173.82	739.74	3260.26	18%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	2.05	17.95	10%
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	107.10	1086.45	1713.55	39%
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	116.10	149.10	500.90	23%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	300.00	.00	300.00	.00	.98	299.02	0%
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	332.00	1675.78	2324.22	42%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	645.28	645.28	4354.72	13%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	2500.00	.00	2500.00	225.00	225.00	2275.00	9%
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.21	TELEPHONE	25000.00	.00	25000.00	1699.40	5007.27	19992.73	20%
3.22	POSTAGE	7500.00	14.42	7514.42	862.93	1618.73	5895.69	22%
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	121.50	351.25	3648.75	9%
24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	559.50	938.50	5061.50	16%
25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	.00	293.49	206.51	59%
3.32	OTHER PRINTING	500.00	.00	500.00	65.85	65.85	434.15	13%
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42	OTHER INSURANCE	18000.00	.00	18000.00	.00	.00	18000.00	0%
3.51	GAS	27000.00	.00	27000.00	2386.99	6031.09	20968.91	22%
3.52	ELECTRICITY	57000.00	.00	57000.00	4087.48	9507.90	47492.10	17%
3.53	WATER	1600.00	.00	1600.00	56.05	200.00	1400.00	13%
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	146.02	487.96	2712.04	15%
3.61	BUILDING & STRUCTURES	16000.00	.00	16000.00	1620.30	5104.80	10895.20	32%
3.62	EQUIPMENT	4000.00	.00	4000.00	110.00	336.65	3663.35	8%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	85.85	164.15	34%
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	1800.00	.00	1800.00	70.00	710.00	1090.00	39%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95	SERVICE CONTRACTS	10000.00	.00	10000.00	841.60	1866.77	8133.23	19%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	35000.00	.00	35000.00	564.00	2412.25	32587.75	7%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	418.00	418.00	11582.00	3%
4.51	BOOKS	113000.00	.00	113000.00	5613.83	15360.41	97639.59	14%
4.52	PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	11178.18	11480.45	23519.55	33%
4.53	NONPRINTED MATERIALS	17000.00	.00	17000.00	388.34	1303.96	15696.04	8%
	-TOTAL-	954071.00	14.42	954085.42	68490.83	186863.96	767221.46	20%

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004415	02155	CHARLOTTE FAGEN	611.16	10 MAR 95	PAYROLL
004431	02156	SHARON SCHULENBERG	352.77	10 MAR 95	PAYROLL
004436	02157	JILL TACHTIRIS	427.21	10 MAR 95	PAYROLL
004425	02158	JOAN KOPANDA	359.40	10 MAR 95	PAYROLL
004444	02159	DIANE WIERS	415.99	10 MAR 95	PAYROLL
004429	02160	BONNIE POWELL	310.60	10 MAR 95	PAYROLL
004411	02161	GLENDA BROWN	430.07	10 MAR 95	PAYROLL
004424	02162	DIANA KOBY	57.50	10 MAR 95	PAYROLL
004432	02163	EILEEN SPURGEON	56.52	10 MAR 95	PAYROLL
004413	02164	LYNN DAUGHERTY	1067.43	10 MAR 95	PAYROLL
004412	02165	RENEE CARR	311.31	10 MAR 95	PAYROLL
004440	02166	WHITED, AMBER	211.80	10 MAR 95	PAYROLL
004420	02167	ROSE E. HOWARD	476.13	10 MAR 95	PAYROLL
004416	02168	PAMELA FERBER	657.05	10 MAR 95	PAYROLL
004418	02169	KIMBERLY GARWOOD	859.10	10 MAR 95	PAYROLL
004414	02170	JULIE EISELE	291.34	10 MAR 95	PAYROLL
004409	02171	MARLENE BEEDLE	261.84	10 MAR 95	PAYROLL
004428	02172	CAROL MITCHELL	366.61	10 MAR 95	PAYROLL
004407	02173	BACHMAN, CAROL	412.94	10 MAR 95	PAYROLL
004421	02174	GAIL M. JUNG	598.43	10 MAR 95	PAYROLL
004439	02175	WEBSTER, RACHAEL D.	129.66	10 MAR 95	PAYROLL
004410	02176	JULIE A. BEST	220.17	10 MAR 95	PAYROLL
004417	02177	GALLINA, KATHLEEN M.	568.65	10 MAR 95	PAYROLL
004426	02178	SHARON K. LEWIS	86.40	10 MAR 95	PAYROLL
004433	02179	LYNN M. STALBAUM	77.39	10 MAR 95	PAYROLL
004443	02180	LEANNE YORK	736.85	10 MAR 95	PAYROLL
004434	02181	JACK STANDISH	309.66	10 MAR 95	PAYROLL
004442	02182	MARGARET M. WOODS	268.30	10 MAR 95	PAYROLL
004427	02183	LOEHRER, KAREN L.	357.06	10 MAR 95	PAYROLL
004437	02184	NICOLE E. VIROK	54.78	10 MAR 95	PAYROLL
004419	02185	MOLLY A. GATLIN	79.42	10 MAR 95	PAYROLL
004438	02186	ELAINE WALING	54.16	10 MAR 95	PAYROLL
004408	02187	JUDY T. BAKKER	52.33	10 MAR 95	PAYROLL
004422	02188	ANGELA M. KARCH	44.86	10 MAR 95	PAYROLL
004423	02189	MAIA S. KINGMAN	119.14	10 MAR 95	PAYROLL
004430	02190	ROBYN L. SCHAEZEL	89.68	10 MAR 95	PAYROLL
004435	02191	LORENE A. SUTTON	57.24	10 MAR 95	PAYROLL
013618	02192	BANK ONE	3791.61	10 MAR 95	FICA & FED TAXES WITHHELD 10
013619	02193	INDIANA DEFERRED COMPENSATIO	135.00	10 MAR 95	WITHHELD FROM 10 FEB 95 PAYR
013620	02194	A AND R NEWS AGENCY	83.70	13 MAR 95	CHICAGO TRIBUNE-THRU AUGUST
013621	02195	A.E. BOYCE CO., INC.	18.95	13 MAR 95	TAX FORMS-1994
013622	02196	ABDO & DAUGHTERS	133.21	13 MAR 95	BOOKS
013623	02197	ACE HARDWARE	39.85	13 MAR 95	CLEANING SUPPLIES
013624	02198	ALA/BOOKLINKS	83.90	13 MAR 95	BOOKLINKS SUBSC. THRU 2/98-R
013625	02199	ASSOCIATED LIBRARIES, INC.	102.33	13 MAR 95	BOOKS
013626	02200	AVC CORPORATION	94.00	13 MAR 95	SERVICE CONTRACT-APRIL 1995
013627	02201	BAKER & TAYLOR	14.43	13 MAR 95	BOOKS-CONTINUATIONS
013628	02202	BAKER & TAYLOR	3190.07	13 MAR 95	BOOKS & GIFT FUND BOOKS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013629	02203	BEN FRANKLIN	9.53	13 MAR 95	CHILDREN PROGRAM SUPPLIES-DE
013630	02204	BETTY A. HUFF (PAS-TIME BOO	121.36	13 MAR 95	BOOKS
013631	02205	BIERMA HARDWARE, INC.	21.19	13 MAR 95	CLEANING SUPPLIES
013632	02206	CAROL BACHMAN	22.00	13 MAR 95	MILEAGE
013633	02207	CAROL MITCHELL	6.00	13 MAR 95	MILEAGE
013634	02208	CIRCLE "R" MECHANICAL, INC.	1742.00	13 MAR 95	PREV.MTNCE & ACTUATOR REPAIR
013635	02209	CROWN COMPUTER	110.00	13 MAR 95	COMPUTER REPAIRS-DEMOTTE
013636	02210	CUSTOM LAWN CARE	110.00	13 MAR 95	SNOW REMOVAL-RENSSELAER LIB.
013637	02211	DEMCO	9.24	13 MAR 95	ADHESIVE
013638	02212	DEMOTTE OFFICE SUPPLY	13.98	13 MAR 95	LABELS
013639	02213	DISCOUNT WIRING MATERIALS, I	107.10	13 MAR 95	FLUORESCENT BULBS-4'
013640	02214	DUMAS & MORIARTY	225.00	13 MAR 95	LEGAL SERVICES RENDERED-JAN.
013641	02215	EBSCO SUBSCRIPTION SERVICES	10091.86	13 MAR 95	ANNUAL RENEWAL SUBSCRIPTIONS
013642	02216	ECONOMICS PRESS, INC.	60.32	13 MAR 95	SUBSCRIPTION-1 YR.-FIRST RAT
013643	02217	FAGEN PHARMACY	5.54	13 MAR 95	UPS CHARGES
013644	02218	FASE'S	43.75	13 MAR 95	REDOUT FOR WATER SOFTNER-DEM
013645	02219	FILIP INC.	112.78	13 MAR 95	M-FOLDS,PAPER TOWELS, CLEANI
013646	02220	CINEMA CENTER (FILMIC ARCHIV	63.05	13 MAR 95	SUMMER READING PROGRAM MATER
013647	02221	FOREST HOUSE PUBLISHING CO.,	158.97	13 MAR 95	BOOKS
013648	02222	GAIL JUNG	11.00	13 MAR 95	MILEAGE
013649	02223	GAIL JUNG	53.31	13 MAR 95	POSTAGE, MAGNIFIERS, SILVER
013650	02224	GAYLORD BROS.	645.28	13 MAR 95	OVERDUE MAILERS
013651	02225	HAMSTRA BUILDERS, INC.	37.50	13 MAR 95	INVESTIGATE SEWER ODOR-WHEAT
013652	02226	HIGHSMITH CO. INC.	644.75	13 MAR 95	CONTACT PAPER
013653	02227	ILF/CYPD ANNUAL CONFERENCE	355.00	10 MAR 95	ILF CONF. REGISTRATION, 4/11
013654	02228	INCOLSA	50.00	13 MAR 95	ANNUAL MEMBERSHIP
013655	02229	INDIANA HISTORICAL SOCIETY	20.00	13 MAR 95	RENEWAL MEMBERSHIP/SUBSCRIPT
013656	02231	INFORMATION ACCESS COMPANY	400.00	13 MAR 95	MAG.INDEX PLUS - 1989-91 BAC
013657	02232	LDOS COMMUNICATIONS	822.84	13 MAR 95	DATA LINES & LONG DISTANCE S
013658	02233	LEANNE YORK	80.53	13 MAR 95	UPS SHIPPING CHGS FOR MICROF
013659	02234	LERNER PUBLICATIONS CO.	567.96	13 MAR 95	BOOKS
013660	02235	LYNN DAUGHERTY	161.87	13 MAR 95	WORKSHOP, MILEAGE, BOOK, PHO
013661	02237	MARGE HOHNER	13.00	13 MAR 95	MILEAGE
013662	02238	MICROMARKETING ASSOCIATES	40.00	13 MAR 95	READ-ALONG BOOKS/CASSETTES
013663	02239	MILLBROOK PRESS	262.44	13 MAR 95	BOOKS
013664	02240	MONTGOMERY ELEVATOR CO.	147.80	13 MAR 95	ELEVATOR ADJUSTMENTS
013665	02241	NATIONAL SEMINARS GROUP	79.00	13 MAR 95	WORKSHOP-FERBER - 3/23/95
013666	02242	NIPSCO	1241.63	13 MAR 95	DEMOTTE UTILITIES-FEB. 1995
013667	02243	NORTHWESTERN INDIANA TELEPHO	135.06	13 MAR 95	TELEPHONE-DEMOTTE-MARCH 1995
013668	02244	PAM FERBER	16.50	13 MAR 95	MILEAGE
013669	02245	PARENT POWER	60.00	13 MAR 95	VIDEOS
013670	02246	POSTMASTER GENERAL	745.00	13 MAR 95	STAMPS:
013671	02248	PROFESSIONAL TRAINING ASSOC.	48.00	13 MAR 95	PERIODICAL SUBSCRIPTION THRU
013672	02249	QUILL	62.55	13 MAR 95	IMPRINTED MAILING LABELS, IN
013673	02250	REED REFERENCE PUBLISHING	152.42	13 MAR 95	CHILDREN'S BOOK IN PRINT 199
013674	02251	RENSSELAER REPUBLICAN	16.65	13 MAR 95	CLASSIFIED AD-RENS. CIRC. CL
013675	02252	REVCO D.S., INC.	7.50	13 MAR 95	SUNDAY PAPERS-DEMOTTE
013676	02253	SAINT JOSEPH COLLEGE	40.04	13 MAR 95	MICROFILMING OF RENS. REPUB

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
013677	02254	SECURITY COURIERS CORP.	841.60	13 MAR 95	TRANSPORT SERVICE THRU 3/3/9	
013678	02255	SELECTVIDEO	197.45	13 MAR 95	VIDEOS	
013679	02256	SEMINARS INTERNATIONAL	99.00	10 MAR 95	WORKSHOP, 3/14/95, K. GARWOO	
013680	02257	SIGNS BY DAVE	418.00	13 MAR 95	STEET LOGO SIGNS	
013681	02258	TEETERS CULLIGAN	24.80	13 MAR 95	WATER COOLER RENTAL & WATER	
013682	02259	TIME-LIFE EDUCATION	272.61	13 MAR 95	BOOKS	
013683	02260	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	13 MAR 95	SEWER SEVICE- JAN. 1995-DEMO	
013684	02261	TYSEN'S COUNTRY GROCERY, INC	28.43	13 MAR 95	CHILDREN & ADULT PROGRAM SUP	
013685	02262	UNITED SUPPLY CO. INC.	169.89	13 MAR 95	CONSTR.PAPER, PUZZLES, GLUE, C	
013686	02263	UNITED TELEPHONE COMPANY	605.85	13 MAR 95	TELEPHONE-RENS.-FEB. 1995	
013687	02264	VIDETTE MESSENGER	118.90	13 MAR 95	ANNUAL NEWSPAPER SUBSC.THUR	
013688	02265	WALL STREET JOURNAL	284.00	13 MAR 95	2 YR. SUBSCR. TO 5/97-DEMOTT	
013689	02266	WAL-MART STORES, INC.	86.78	13 MAR 95	VIDEOS, NOTEBK, CH.PROG. SUPPL	
013690	02268	ZECK HEATING	53.00	13 MAR 95	REPLACED FAN BELTS ON AIR CI	
Construction Fund	013691	02269	ALL-PHASE ELECTRIC SUPPLY CO	198.97	13 MAR 95	ROCK GUARDS & LENS FOR FLAG (Only \$126.62)
	013692	02270	RODGER'S ELECTRIC & ALARM CO	679.00	13 MAR 95	MILROY DISPLAY CASE SECURITY
	013674	02271	RENSSELAER REPUBLICAN	-16.65	13 MAR 95	VOID CHECK & VOUCHER #02251
	DEBIT	02272	NBD BANK, N.A.	13.08	09 MAR 95	CHECK ORDER
	004454	02273	CHARLOTTE FAGEN	611.16	24 MAR 95	PAYROLL
	004470	02274	SHARON SCHULENBERG	539.03	24 MAR 95	PAYROLL
	004475	02275	JILL TACHTIRIS	517.73	24 MAR 95	PAYROLL
	004464	02276	JOAN KOPANDA	359.40	24 MAR 95	PAYROLL
	004480	02277	DIANE WIERS	509.26	24 MAR 95	PAYROLL
	004468	02278	BONNIE POWELL	370.52	24 MAR 95	PAYROLL
	004450	02279	GLENDA BROWN	516.81	24 MAR 95	PAYROLL
	004463	02280	DIANA KOOT	162.31	24 MAR 95	PAYROLL
	004471	02281	EILEEN SPURGEON	73.48	24 MAR 95	PAYROLL
	004452	02282	LYNN DAUGHERTY	1067.43	24 MAR 95	PAYROLL
	004451	02283	RENEE CARR	352.10	24 MAR 95	PAYROLL
	004479	02284	WHITED, AMBER	299.11	24 MAR 95	PAYROLL
	004459	02285	ROSE E. HOWARD	523.66	24 MAR 95	PAYROLL
	004455	02286	PAMELA FERBER	657.05	24 MAR 95	PAYROLL
	004457	02287	KIMBERLY GARWOOD	859.10	24 MAR 95	PAYROLL
	004453	02288	JULIE EISELE	352.52	24 MAR 95	PAYROLL
	004448	02289	MARLENE BEEDLE	332.12	24 MAR 95	PAYROLL
	004467	02290	CAROL MITCHELL	439.25	24 MAR 95	PAYROLL
	004446	02291	BACHMAN, CAROL	503.37	24 MAR 95	PAYROLL
	004460	02292	GAIL M. JUNG	598.43	24 MAR 95	PAYROLL
	004478	02293	WEBSTER, RACHAEL D.	132.13	24 MAR 95	PAYROLL
	004456	02294	GALLINA, KATHLEEN M.	566.75	24 MAR 95	PAYROLL
	004465	02295	SHARON K. LEWIS	54.56	24 MAR 95	PAYROLL
	004472	02296	LYNN M. STALBAUM	77.39	24 MAR 95	PAYROLL
	004482	02297	LEANNE YORK	736.85	24 MAR 95	PAYROLL
	004473	02298	JACK STANDISH	373.50	24 MAR 95	PAYROLL
	004481	02299	MARGARET M. WOODS	437.21	24 MAR 95	PAYROLL
	004466	02300	LOEHRER, KAREN L.	362.06	24 MAR 95	PAYROLL
	004476	02301	NICOLE E. VIROK	47.21	24 MAR 95	PAYROLL
	004458	02302	MOLLY A. GATLIN	83.19	24 MAR 95	PAYROLL

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Mar 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004477	02303	ELAINE WALING	87.80	24 MAR 95	PAYROLL
004447	02304	JUDY T. BAKKER	67.28	24 MAR 95	PAYROLL
004461	02305	ANGELA M. KARCH	89.71	24 MAR 95	PAYROLL
004462	02306	MAIA S. KINGMAN	75.19	24 MAR 95	PAYROLL
004469	02307	ROBYN L. SCHAEZEL	89.68	24 MAR 95	PAYROLL
004474	02308	LORENE A. SUTTON	294.36	24 MAR 95	PAYROLL
004449	02309	YVONNE J. BEEVER	207.63	24 MAR 95	PAYROLL
013693	02310	BANK ONE	4318.05	24 MAR 95	FICA & FED TAXES WITHHELD 24
013694	02311	INDIANA DEFERRED COMPENSATIO	135.00	24 MAR 95	WITHHELD FROM 24 MAR 95 PAYR
013695	02312	INDIANA DEPARTMENT OF REVENU	1392.20	24 MAR 95	STATE & COUNTY TAX WITHHELD
013696	02313	CITY OF RENSSELAER	2340.94	24 MAR 95	RENSSELAER-UTILITIES-FEB. 19
013697	02314	NIPSCO	3019.35	24 MAR 95	WHEATFIELD-UTILITIES-FEB & D
013698	02315	TOWN OF WHEATFIELD SEWER WOR	41.05	24 MAR 95	WHEATFIELD-SEWAGE-APRIL 1995
013699	02316	UNITED TELEPHONE COMPANY	127.13	24 MAR 95	WHEATFIELD-TELEPHONE-MARCH 1
013700	02317	JASPER COUNTY PUBLIC LIBRARY	100000.00	28 MAR 95	PURCHASE OF 30-DAY CD
TRANSFER	02318	JASPER COUNTY PUBLIC LIBRARY	100000.00	28 MAR 95	CD MATURED #001-046-6213409
TRANSFER	02319	JASPER COUNTY PUBLIC LIBRARY	100000.00	28 MAR 95	CD #001-046-6213409 MATURED
COR.ENTRY	02320	GAIL JUNG	-53.31	29 MAR 95	CORRECT VOUCHER #02223
013649	02321	GAIL JUNG	53.31	29 MAR 95	POSTAGE, MAGNIFIERS, SILVER

--TOTAL AMOUNT OF CLAIMS-- 368372.79

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 368372.79. Dated 10 APR 95.

_____	_____
_____	_____
_____	_____
_____	_____

**JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown**

F5

March 31, 1995

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,980.43	\$5,756.31
DeMotte	\$677.30	\$1,965.13		
Rensselaer	\$858.91	\$2,606.11		
Wheatfield	\$444.22	\$1,185.07		
PHOTOCOPIES.....			\$675.94	\$1,855.14
DeMotte	\$263.15	\$722.75		
Rensselaer	\$319.64	\$863.74		
Wheatfield	\$93.15	\$268.65		
CARDS.....			\$55.00	\$233.00
DeMotte	\$25.50	\$75.50		
Rensselaer	\$24.50	\$141.50		
Wheatfield	\$5.00	\$16.00		
INTEREST.....			\$3,148.74	\$5,212.58
TAXES.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$446.73	\$628.40
B&T - Book Lease Postage	\$0.00	\$67.27		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg.Contractor-Reimbursement	\$446.73	\$446.73		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$6,306.84	\$13,685.43
PLAC FUND.....			\$0.00	\$0.00
GIFT FUNDS.....			\$35.00	\$140.00
DeMotte	\$15.00	\$40.00		
Rensselaer	\$20.00	\$100.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$743.14	\$1,054.92
Interest Earned	\$0.00	\$311.78		
Bldg.Contractor-Reimbursement	\$743.14	\$743.14		
TOTAL RECEIPTS - ALL FUNDS.....			\$7,084.98	\$14,880.35

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
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 04 Apr 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013701	02322	ACORDIA PERSONAL BENEFITS, I	1250.39	10 APR 95	QTLY.INS.PREMIUM-JUNG,EISELE
013702	02323	AMERICAN LIBRARY ASSOCIATION	65.00	10 APR 95	BOOKLIST-ANNUAL SUBSC.TO 4/9
013703	02324	ANNE-MARIE EGAN	11.18	10 APR 95	PHOTOCOPIES OF DIR.EVALUATIO
013704	02325	AVC CORPORATION	94.00	10 APR 95	SERVICE CONTRACT-MAY 1995
013705	02326	BAKER & TAYLOR	191.57	10 APR 95	CONTINUATIONS-BOOKS
013706	02327	BAKER & TAYLOR	5444.15	10 APR 95	BOOKS,GIFT BOOKS,BOOKFINDER
013707	02328	BARGAINS GALORE	8.06	10 APR 95	HOSPITALITY-CHILDREN'S PROGR
013708	02330	BEN FRANKLIN	5.56	10 APR 95	CRAFT SUPPLIES-CH. PROGRAM-W
013709	02331	BETTY A. HUFF (PAS-TIME BOO	24.27	10 APR 95	BOOKS
013710	02332	CAMPBELL PRINTING COMPANY	282.50	10 APR 95	ENVELOPES & LETTERHEADS
013711	02333	CAREER TRACK INC.	297.00	10 APR 95	"HOW TO LEAD A TEAM"-5/11, Y
013712	02334	CAROL BACHMAN	22.00	10 APR 95	MILEAGE
013713	02335	CENTRAL STATES SALES CORPORA	85.50	10 APR 95	OUTDOOR LIGHT BULB REPLACEME
013714	02336	CONGRESSIONAL QUARTERLY INC.	309.00	10 APR 95	CQ RESEARCHER TO 5/96-RENS.S
013715	02337	CONSOLIDATED INSURANCE AGENC	8640.00	10 APR 95	BLDG,BOILER,PERF.BOND INS.-
013716	02338	DELORME	71.00	10 APR 95	CD-ROM STREET ATLAS-USA
013717	02339	DEMCO	125.67	10 APR 95	REPAIR BOOK TAPE & HANGUP BA
013718	02340	DEMOTTE OFFICE SUPPLY	6.82	10 APR 95	LABELS
013719	02341	DIVERSITY UNIFORMS	6.95	10 APR 95	NAMETAG
013720	02342	FASE'S	52.50	10 APR 95	REDOUT FOR WATER SOFTNER-DEM
013721	02343	FILIP INC.	36.30	10 APR 95	CLEANING SUPPLIES
013722	02344	FRED PRYOR SEMINARS	79.00	10 APR 95	"HOW TO SUPERVISE PEOPLE",4/
013723	02345	GROLIER EDUCATIONAL CORPORAT	1559.25	10 APR 95	CD-ROM ENCYCLOPEDIAS
013724	02346	GROLIER PUBLISHING COMPANY	3381.99	10 APR 95	BOOKS
013725	02347	GUIDE	8.60	10 APR 95	CIRC.CLERK AD-RENS.
013726	02348	HANSEN'S SNOW REMOVAL	100.00	10 APR 95	SNOW REMOVAL-RENS.
013727	02349	HERITAGE OFFICE PRODUCTS, IN	61.99	10 APR 95	COPIER COVER, CALCULATOR RIB
013728	02351	HP PRODUCTS CORP.	252.37	10 APR 95	JANITORIAL SUPPLIES
013729	02352	INCOLSA	30.00	10 APR 95	SPRING BOARD MTG-BEEVER & DA
013730	02353	INDIANA BASKETBALL HALL OF F	20.00	10 APR 95	SUBSCRIPTION-DEM & RENS. TO
013731	02354	INDIANA DEPT.OF WORKFORCE DE	1298.34	10 APR 95	1st QTR PAYMENT-UNEMPLOYMENT
013732	02355	JOAN KOPANDA	11.50	10 APR 95	MILEAGE
013733	02356	KANKAKEE VALLEY POST NEWS	25.50	10 APR 95	RENS.SUBSC.TO 5/96
013734	02358	KAREN LOEHRER	65.36	10 APR 95	CRAFT SUPPLIES & MILEAGE
013735	02359	KIMBERLY GARWOOD	69.43	10 APR 95	MILEAGE, PROF.MTG.,BOOKS
013736	02360	KOLORTECH, INC.	189.55	10 APR 95	FLUORESCENT BULBS
013737	02361	LAKE COUNTY PUBLIC LIBRARY	20.00	10 APR 95	SOARING TO EXCELLENCE TELECO
013738	02362	LERNER PUBLICATIONS CO.	10.12	10 APR 95	BOOK
013739	02363	LIBRARY ADMINISTRATOR'S DIGE	39.00	10 APR 95	SUBSCRIPTION-TO 3/96
013740	02364	LIBRARY OF CONGRESS	60.00	10 APR 95	TECH.SERVICES BOOK
013741	02365	LYNN DAUGHERTY	188.65	10 APR 95	MILEAGE & VIDEO
013742	02366	LDOS COMMUNICATIONS	775.65	10 APR 95	TELEPHONE & DATA LINES
013743	02367	MARGE HOHNER	13.00	10 APR 95	MILEAGE
013744	02368	MARSHALL CAVENDISH CORPORATI	1975.16	10 APR 95	BOOKS
013745	02369	MARY K. MARTIN	36.85	10 APR 95	LONG DISTANCE LEARNING WORKS
013746	02370	MATHIS PUMP REPAIR & TRENCHI	75.83	10 APR 95	STOOL & SINK REPAIRS-WHEATFI
013747	02371	NATIONAL GEOGRAPHIC SOCIETY	13.90	10 APR 95	BOOK
013748	02372	NIPSCO	1561.72	10 APR 95	DEMOTTE UTILITIES-MARCH 1995

CHECK REGISTER
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013749	02373	NORTHWESTERN INDIANA TELEPHO	124.23	10 APR 95	DEMOTTE TELEPHONE-APRIL 1995
013750	02374	OVGTSL	70.00	10 APR 95	ANNUAL MTG. 5/18-19
013751	02375	PAM FERBER	20.34	10 APR 95	BOOK LEASE POSTAGE
013752	02376	MARGARET M. WOODS	107.22	10 APR 95	MILEAGE & PROF. MTG.
013753	02378	PHILIP HOWARD	75.00	10 APR 95	SNOW REMOVAL-WHEATFIELD
013754	02379	POSTMASTER	24.00	10 APR 95	ANNUAL POST OFFICE BOX RENTA
013755	02380	POSTMASTER GENERAL	126.00	10 APR 95	STAMPS: 200-3 CENT, 200-10 C
013756	02381	PUBLIC EMPLOYEES' RETIREMENT	8320.16	10 APR 95	1st QTR PAYMENT & ADJUSTMENT
013757	02382	PUBLISHERS WEEKLY	79.00	10 APR 95	MAGAZINE SUBSCRIPTION-RENS.
013758	02383	QUALITY HOTEL RIVERVIEW	110.00	10 APR 95	ACCOMODATIONS Y.BEEVER -5/17
013759	02384	QUILL	341.38	10 APR 95	TRASH BAGS, COMPUTER PAPER, P
013760	02385	READER'S DIGEST ASSOCIATION	44.92	10 APR 95	SUBSCR-WH. TO 5/96 & RENS. T
013761	02386	REED REFERENCE PUBLISHING	152.45	10 APR 95	SUBJ.GUIDE TO CHILDRENS BIP-
013762	02387	RENSSELAER REPUBLICAN	44.82	10 APR 95	CIRC. CLERK AD-RENS.
013763	02388	REVCO D.S., INC.	12.00	10 APR 95	SUNDAY PAPERS-DEMOTTE-FEB 19
013764	02389	ROURKE PUBLISHING GROUP	642.65	10 APR 95	BOOKS
013765	02390	SCHULTZ TV & ELECTRONICS	38.50	10 APR 95	VCR REPAIRS-DEMOTTE
013766	02391	SECURITY COURIERS CORP.	510.90	10 APR 95	TRANSPORT SERVICE-3/10 TO 3/
013767	02392	SOCIAL ISSUES RESOURCES SERI	475.00	10 APR 95	ANNUAL UPDATE SUBSC.-DEM. &
013768	02393	STECK-VAUGHN COMPANY	105.59	10 APR 95	BOOKS
013769	02394	T.C. & M., INC.	210.84	10 APR 95	LIGHT FIXTURE REPAIRS-DEMOTT
013770	02396	TEETERS CULLIGAN	9.95	10 APR 95	APRIL RENTAL OF WATER COOLER
013771	02397	TIME-LIFE EDUCATION	38.80	10 APR 95	BOOKS
013772	02398	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 APR 95	SEWER SERVICE FOR FEB.1995-0
013773	02399	TYSEN'S COUNTRY GROCERY, INC	48.23	10 APR 95	CLEANING SUPPLIES
013774	02400	WALKER DISPLAY INC.	7.95	10 APR 95	PICTURE HANGING DEVICES-RENS
013775	02401	CIRCLE "R" MECHANICAL, INC.	1211.10	10 APR 95	REPLACED VALVE ACTUATORS-REN

--TOTAL AMOUNT OF CLAIMS-- 41921.93

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 41921.93. Dated 10 APR 95.

_____	_____
_____	_____
_____	_____
_____	_____

Salary Ordinance 1995

April 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Bachman, Carol	Specialist 2	\$8.08	\$16,806.40	40	R
Bakker, Judy	Page	\$4.25	\$2,224.00	10	D
Beedle, Marlene	Lib. Asst. 1	\$6.48	\$9,603.36	28.5	D
Beever, Yvonne	Tech Serv Libn	\$12.02	\$20,193.60	40	R
Brown, Glenda	Specialist 1	\$7.75	\$16,120.00	40	R
Carr, Renee	Lib. Asst 2	\$7.29	\$12,130.56	32	D
Daugherty, Lynn	Director	\$18.62	\$38,729.60	40	R
Eisele, Julie	Lib Asst 1	\$5.99	\$10,901.80	35	R
Fagen, Charlotte	Specialist 2	\$8.86	\$18,428.80	40	D
Ferber, Pam	Librarian	\$13.46	\$22,397.44	32	W
Gallina, Kathleen	Specialist 2	\$8.47	\$17,617.60	40	R
Garwood, Kim	Librarian	\$13.46	\$28,956.80	40	R
Gatlin, Mollie	Page	\$4.30	\$2,262.00	10	D
Hopp, Heather	Page	\$4.25	\$1,876.61	10	R
Howard, Rose	Janitor	\$8.00	\$16,640.00	40	D,W
Jung, Gail	Admin. Asst	\$8.65	\$17,992.00	40	R
Karch, Angela	Page	\$4.25	\$2,223.00	10	D
Kingman, Maia	Clerk	\$4.75	\$3,868.80	15	R
Kooy, Diana	Lib. Asst 2	\$7.69	\$3,199.04	8	D
Kopanda, Joan	Lib. Asst 2	\$7.69	\$12,796.16	32	D
Lewis, Sharon	Clerk	\$5.17	\$2,688.40	10	R
Loehrer, Karen	Lib. Asst 2	\$6.09	\$13,083.20	40	R
Mitchell, Carol	Lib. Asst 2	\$6.49	\$13,499.20	40	R
Powell, Bonnie	Lib. Asst 1	\$7.14	\$11,138.40	30	R
Schaetzel, Robyn	Page	\$4.25	\$346.39	10	R
Schulenberg, Sharon	Spec. Serv Lib	\$9.51	\$17,294.20	35	R
Spurgeon, Eileen	Clerk	\$6.12	\$1,591.20	5	R
Stalbaum, Lynn	Page	\$4.40	\$2,288.00	10	W
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R
Sutton, Lorene	Clerk	\$4.50	\$7,087.50	35	R
Tachtiris, Jill	Specialist 1	\$8.09	\$16,827.20	40	D
Virok, Nicole	Page	\$4.30	\$849.00	3.75	R
Waling, Elaine	Page	\$4.30	\$2,240.00	10	R
Webster, Rachael	Clerk	\$5.59	\$3,778.84	13	D
Whited, Amber	Lib. Asst 1	\$6.24	\$7,787.52	24	W
Wiers, Diane	Specialist 2	\$8.08	\$16,806.40	40	W
Woods, Peggy	Lib. Asst 2	\$6.49	\$11,474.32	34	W
York, Leanne	Librarian	\$11.54	\$24,003.20	40	D

Total: Budgeted: \$447,113 Actual projected: \$441,564.89

Deanne Marie Egan
Margaret Day
Robert Souza
Margaret Hohner

Miriam Turpin
Barbara Lustina

CIRCULATION BY ITEM FINE CODE
March 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	94	45	42	181
100 (1)	65	84	29	178
200 (2)	58	50	18	126
300 (3)	347	305	165	817
400 (4)	9	14	10	33
500 (5)	84	51	30	165
600 (6)	684	541	371	1596
700 (7)	275	329	135	739
800 (8)	72	94	28	194
900 (9)	235	267	73	575
B (10)	143	189	49	381
j000 (11)	12	26	6	44
j100 (12)	7	24	4	35
j200 (13)	10	33	5	48
j300 (14)	93	91	47	231
j400 (15)	11	10	3	24
j500 (16)	307	289	117	713
j600 (17)	90	154	36	280
j700 (18)	137	179	53	369
j800 (19)	35	19	13	67
j900 (20)	176	150	81	407
jB (21)	91	75	24	190
FIC (22)	1166	1784	524	3474
yaFIC (23)	39	143	32	214
LARGE PRINT (24)	54	52	41	147
jFIC (25)	328	456	127	911
jE (26)	1612	1708	868	4188
jER (27)	434	189	116	739
Magazines (28)	1078	401	425	1904
Games/Toys (29)	0	25	0	25
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	82	171	58	311
jCassettes (33)	73	132	47	252
Compact Discs (34)	180	262	238	680
jCompact Discs (35)	3	3	0	6
Sound Recordings (36)	7	14	10	31
jSound Recordings (37)	2	10	3	15
Software (38)	0	0	0	0
Vertical File (39)	281	152	1	434
Equipment (40)	2	1	0	3
yapFIC (41)	278	197	149	624
jpFIC (42)	209	209	28	446
Reference (43)	39	78	14	131
Genealogy (44)	0	2	0	2
jMagazines (45)	98	15	42	155
VHS (46)	710	968	756	2434
Free reads	643	413	161	1217
Puzzles	0		15	15
Talking books	2	5	0	7
				0
TOTAL	10355	10409	4994	25758

MAY

AGENDA

Jasper County Public Library Board of Trustees

Monday, May 8, 1995, 7:00 PM

DeMotte

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1-2)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance (R 3-4)	
D. Workshop approval (R 23)	
<u>General Business</u>	
A. Policy committee recommendations(R 11-R 19)	Action
B. Overdue books (R 24)	Action
C. Polaroid Camera disposition (R 24)	Action
D. Reciprocal borrowing & nonresident fees (R 21-R 22)	Discussion
<u>Director's Report</u> (R 23 - R 25)	Information
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

JASPER COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

MINUTES.....April 10, 1995
Rensselaer Public Library Meeting Room 7:00 PM

Present: R. Souza, A-M Egan, M. Hohner, B. Leestma, M. Lawyer, M.L. Casey, L. Daugherty

The Board President called the meeting to order with a moment of silence.

AGENDA: M. Hohner moved the Agenda be approved as presented. M. Lawyer seconded the motion. Motion passed.

CONSENT AGENDA: Approval of the March Minutes, Bills/Financial Reports, Salary Ordinance, and Workshop Attendance was given on a motion by A-M. Egan, seconded by M. Lawyer. Vote was unanimous.

W. Doty joined meeting at this time.

PERSONNEL POLICY: The Policy Committee presented their revisions of the Personnel Policy. L. Daugherty was instructed to move the second sentence under 1.5.2. "This probationary period is a" and include it as part of the *Definitions* section of the policy. Rewording of 1.5.2. will need to be revamped. Under Administration and Management No. 5 the words "in writing" should be included at the end of the first sentence, and at the end of the second sentence substitute "their probationary period" for "six months of employment".

In reviewing the Vacation portion of the policy W. Doty and M.L. Casey felt the vacation days for certified personnel was excessive. W. Doty moved, seconded by M.L. Casey, to leave the vacation days the same as they previously were. The motion failed to pass with W. Doty and M.L. Casey voting yes and the rest of the Board voting no. Vote was 2-5. Board President Souza concluded that the director make the changes as noted and bring the policy back for complete approval at the May meeting.

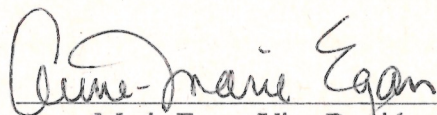
LONG-DISTANCE LEARNING GRANT: L. Daugherty stated we need to make application for a Long-Distance Learning Grant before May 1, 1995. A motion was made by A-M Egan, seconded by M. Hohner, that we apply for the LSCA Grant for a tunable satellite dish system with the understanding that we can still back out if we chose. Motion passed. R. Souza asked for further research into the upkeep and maintenance of a satellite dish system, community need and support, required number of programs beyond the first year, if any, and to relay this information to the Board by phone or letter.

ADVANCE TAX DRAW: A request to seek an advance draw against the June Property Tax Distribution was granted on a motion by M. Lawyer, seconded by A-M. Egan. Motion passed 6-1 with W. Doty voting no.

ALA CONFERENCE: Program literature for the ALA Conference in Chicago on June 22-27, 1995 will be sent to the Board Members. There is no charge to visit the exhibits. Lynn must know by May 19 if board members are interested in seeing the exhibits or attending any programs.

With no further business the meeting adjourned at 8:45 PM on a motion by M. Lawyer, seconded by M. Hohner.

Attest:



Anne-Marie Egan, Vice-President

MEMORANDUM

Salary Changes

Several of this month's salary changes are automatic step changes. Each of these persons will have received a satisfactory 6 month or 1 year evaluation before becoming eligible for the step change:

Judy Bakker	Page
Angela Karch	Page
Karen Loehrer	Library Assistant 2

Maia Kingman, Clerk, will be resigning at the end of May to begin her teaching assistantship at Bucknell University in Lewisburg, PA.

Carol Mitchell, Technical Services Assistant, will be resigning to move to DeKalb, IL, with her husband who has purchased a grocery in that town. We are first offering the position to any qualified, interested person on our staff. If no qualified person applies, we will advertise for this position as well as for Maia's position.

Aaron Ulm will be taking the summer hours previously held by our two St. Joseph College pages (we pay them for a total of 2.5 hours, although they each work 5 hours per week) plus Nikki Virok's hours. We plan to re-employ our St. Joe pages in the fall at which time Aaron's hours will decrease from 10 to 7.5.

Nikki has become too involved in her school activities to work at the library.

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
April 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5204	5522	2207	12933
Added this month	179	154	32	365
Withdrew this month	77	75	10	162
Total registered	5306	5601	2229	13136
Non-resident, paying	29	38	0	67
PLAC card users	0	5	0	5
Reciprocal borrowers	119	69	4	192
XX				
INTRALIBRARY LOANS FILLED	190	139	101	430
LOCAL HISTORY				
In person	6	29		35
Letters		7	1	8
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	21	120	34	175
Software used	21	134	45	200
VCR Use	1	2		3
Microforms		48		48
Other	9	5	1	15
XX				
INTERLIBRARY LOANS				
Requests made for:	36	36	28	100
Items rec'd for:	38	33	19	90
Items outstanding:	-2	3	9	10
Items from Indiana libraries	27	27	12	66
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
April 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	7	16	11	34
Number attending	137	283	154	574
YA Programs (14-17)			1	1
Number attending			7	7
Adult Programs	1	7	4	12
Number attending	27	154	44	225
Senior Citizen Programs				0
Number attending			6	6
TOTAL NO. OF PROGRAMS	8	23	16	47
TOTAL PERSONS ATTENDING	164	437	211	812

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-11.0%	6.7%	14.7%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	30993	44865	23389
Total Titles Owned	28938	41192	21311
Daily Avg Circulation	331	346	166
XX			
MONTHLY SYSTEM STATISTICS	1994	1995	% change
Circulation	19247	21066	9%
Jan. to date circulation	88666	92894	5%

CIRCULATION BY PATRON CODE **April 1995**

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	956	12.6%	1005	12.3%	500	12.9%	2461	12.5%
Adult Female (1)	4170	55.1%	4097	50.0%	2296	59.2%	10563	53.8%
Juvenile 0-11 (2)	1127	14.9%	1237	15.1%	457	11.8%	2821	14.4%
YA 12-17 (3)	634	8.4%	609	7.4%	406	10.5%	1649	8.4%
Nonresident No Fee (4)	177	2.3%	273	3.3%	49	1.3%	499	2.5%
Board/Staff (5)	267	3.5%	293	3.6%	138	3.6%	698	3.6%
School (6)	0	0.0%	79	1.0%	0	0.0%	79	0.4%
St. Joseph College (7)	3	0.0%	112	1.4%	0	0.0%	115	0.6%
State Library Card (8)	0	0.0%	8	0.1%	4	0.1%	12	0.1%
Nonresident Fee (9)	65	0.9%	215	2.6%	4	0.1%	284	1.4%
Corporate (10)	0	0.0%	103	1.3%	0	0.0%	103	0.5%
Reciprocal (11)	173	2.3%	167	2.0%	22	0.6%	362	1.8%
Total	7572		8198		3876		19646	
Total items borrowed by nonresidents	418	5.5%	854	10.4%	79	2.0%	1351	6.9%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
Week of April 10 - April 15, 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	56	260	60	376
Telephone: Reference	57	155	54	266
In-person: Directional	54	259	94	407
In-person: Reference	171	282	81	534
Total	338	956	289	1583

Monthly Equivalent for April 1995

REFERENCE QUESTIONS				
Telephone: Directional	233	1083	250	1629
Telephone: Reference	238	646	225	1153
In-person: Directional	225	1079	392	1764
In-person: Reference	713	1175	338	2314
Total	1408	3983	1204	6860

Monthly Equivalent for April 1994

REFERENCE QUESTIONS				
Telephone: Directional	368	355	186	910
Telephone: Reference	442	533	35	1010
In-person: Directional	563	741	95	1400
In-person: Reference	940	858	113	1911
Total	2313	2487	429	5230

MEMORANDUM

Policy Revisions

Policy Committee Recommendations

Reference Policy

Audiovisual Equipment Loan Policy

Videocassette Policy

Computer and Typewriter Use Policy

Personnel Policy

Summary: The Policy Committee is recommending no changes except in the Audiovisual Equipment Loan Policy. Since we no longer are circulating Polaroid cameras, references to them must be taken out of the policy.

The Policy Committee reviewed the changed wording in the Personnel Policy as recommended at the April board meeting and recommends that the Personnel Policy be approved as revised. The revisions will be found in this packet. To save postage, please refer also to the copy of the full proposed policy which you received last month.

Next Step(s). We recommend that these policies be adopted by the Library Board.

Vote: To adopt the Reference Policy, Videocassette Policy, and Computer and Typewriter Use Policy as presented and to adopt the Audiovisual Equipment Loan Policy and the Personnel Policy as revised.

Note: Revised statements are shown in boxed section of the policy below original statement.

AUDIOVISUAL EQUIPMENT LOAN POLICY

1. All audiovisual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian. Polaroid cameras may be borrowed for three days with no renewal.

All audiovisual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian. .

2. All equipment except Polaroid camera requires a \$10 deposit and a \$2.00 fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear. The Polaroid camera has no fee or deposit required.

All equipment requires a \$10 deposit and a \$2.00 fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.

3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: Polaroid Camera .10 cents per day
 No fines are to be charged for any other equipment

FINES: No fines are to be charged for any equipment.

6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; rev. 5/95

REFERENCE POLICY

I. REFERENCE SERVICE DEFINED

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately, efficiently and pleasantly, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

II. MISSION STATEMENT

The Jasper County Public Library regards as valid every reference question asked by any patron. All questions will be given equal consideration, and each will be answered as accurately and completely as possible within a reasonable time limit. Full library service will be available to all patrons and no questions asked by a patron will be considered unanswerable.

III. STATEMENT OF OBJECTIVES

Reference service will be provided through *direct* provision of information or through provision of *instruction* in the use of sources to each person to the degree that he or she individually requires. Patrons will have opportunity to receive instruction in the use of sources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority)

1. Directional personal service to library users who come to the library. Patrons are served on a first come, first served basis.
2. Telephone inquiries
3. Library orientation and bibliographic instruction
4. Mail reference

IV. STANDARDS

1. All information requests are to be handled. If information is available, it is provided to patrons without making a judgment on its moral or aesthetic worth.

2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether or not informational material will be checked out or interlibrary loan requested.
3. The needs of every library patron will always be taken seriously and treated with utmost respect and confidentiality. Discussion of any individual or group of individuals, whether adult or child, or their inquiries, outside the professional context, is strictly prohibited without the consent of the patron.
4. While on desk duty, service to the public takes precedence over any other duties, and service to the patron in the library takes precedence over telephone inquiries.
5. It is not sufficient for the staff to wait for a patron to request assistance. Since many patrons are reluctant to request aid, it is the responsibility of staff to anticipate public needs and offer service when it appears needed.
6. Information given is always based on accurate printed sources or learned from a reliable authority. The opinion, evaluation or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified and a source cited, even for the most common knowledge.
7. Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given.
8. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.
9. No time limit should be put on searching. However, lengthy searches of periodicals, bibliographic sources, or searches through extensive reference materials are beyond the Library's resources to perform in most instances. The agency head should consult with the Director before making an exception to this general rule.
10. Telephone reference service should be used for short, factual information questions which do not require extensive reading or (any) interpretation on the staff member's part.

VIDEO CASSETTE POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open.
4. An extended loan period of 1 week with no renewals is allowed for educational and civic organizations. Civic organizations may only obtain an extended loan on videos which have been cleared for public performance.
5. Each person may borrow only two (2) video cassettes which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on video cassettes except in the following situations: A teacher wishing to use a video in an educational setting may reserve the video for a specific date. Other group leaders wishing to use a video *which has been cleared for public performance* may also reserve a video for a specific date.

Adopted 5/94; reviewed 5/95

PERSONNEL POLICY**DEFINITIONS**

1. **Exempt employees** are those who are not covered by the terms of the Fair Labor Standards Act.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "The Board".
3. **The Jasper County Public Library** will hereinafter be referred to as "JCPL".
4. **Certified employees** are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified employees** are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. **A work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. **New:** The probationary period is the first six months of employment, during which a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Each employee will be evaluated annually. New employees will also be evaluated upon completion of six (6) months of employment. The Director will be evaluated annually in March.
5. Each employee will be evaluated annually in writing. New employees will also be evaluated upon completion of their probationary period. The Director will be evaluated annually in March.

6. (New section): Close relatives of Board members or the staff shall not be employed by the Library.

SALARIES

1. Salaries

1.1 This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library. The review will also determine whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.

1.2 The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.

1.3 The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

1.4 Salary ranges

SALARIED (Based on 40 hours)

Director	To be determined by the Board
Agency Librarian	21,000-30,000
Children's Librarian	18,000-25,000
Bus. Mgr/Admin. Assistant	15,000-21,000
Technical Services Libn	24,000-31,000
Special Services Librarian	14,000-19,000
Library Specialist I	12,000-17,500
Library Specialist II	16,000-20,000
Library Assistant I	10,400-15,000
Library Assistant II	12,000-16,000

HOURLY (based on hourly rate)

Janitor	6.50 - 8.00
Janitor/maintenance	7.00 - 8.65
Clerk	4.50 - 6.00
Page	4.25 - 4.50

SALARIED (Based on 40 hours)

Director	To be determined by the Board
Agency/Tech Serv. Librarian	22,880-32,240
Bus. Mgr/Admin. Assistant	16,120- 22,048
Special Services Librarian	14,664- 19,594
Library Specialist I	14,664- 18,117
Library Specialist II	16,640- 20,613
Library Assistant I	11,440- 15,600
Library Assistant II	12,834- 16,828

HOURLY (based on hourly rate)

Janitor	6.50 - 8.10
Janitor/maintenance	7.00 - 8.65
Clerk	5.00 - 6.59
Page	4.50 - 5.25

1.5 Explanation of Schedule

1.5.1 Each position includes several steps within the minimum and maximum stated amounts. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First six months	Step 1
Second six months	Step 2
After 1 year	Step 3
After 2 years	Step 4
After 3 years	Step 5
After 4 years	Step 6
After 5 years	Step 7
After 6 years	Step 8
After 7 years	Step 9
After 8 years	Step 10
After 9 years	Step 11

1.5.2 All new employees shall be granted a probationary appointment for a period of six months. This probationary period is a working test during which the new employee must satisfactorily demonstrate the ability to perform his/her duties. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.

Replace 1.5.2 above with:

1.5.2 The first six months of employment is a probationary period. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.

MEMORANDUM

Reciprocal Borrowing

Summary: The Indiana legislature did not include any money in the state budget to reimburse libraries who loan books to persons outside their taxing district (reciprocal borrowing). Note that this is *different from interlibrary loan* in which libraries loan books to other libraries.

As a result, the Lake County Public Library, Lowell Public Library and Porter County Public Libraries will probably begin requiring persons from outside their taxing districts to use PLAC cards (\$17.00 fee for 1995) in order to borrow from them. This will begin on July 1.

We must determine whether the Jasper County Public Library will require that PLAC cards be used by persons outside our taxing district or whether we will continue to allow persons to use our libraries free of charge.

Discussion:

- Last year 5 PLAC card users checked 81 items out of our libraries. 215 reciprocal borrowers checked out 4,116 items. (Of those, Newton County residents checked out 3,607 items).
- Fifty cents would probably be a reasonable per-item cost of checking out an item (including only the staff cost of checking out, checking in and shelving). Thus we could say we spent \$2,098.50 for this service. If we had required borrowers to use PLAC cards, we would have been reimbursed at a rate of 25 cents per item (based on total PLAC monies available and the number of items to reimburse). We would have received about \$1,050.
- Reciprocal borrowing is a great drain on larger libraries. Lake County P.L. says that 20% of their circulation is from reciprocal borrowers. They *must* be reimbursed to be able to afford this service. Most states realize this and support public libraries with state funding. Our state has chosen not to do this.

Pros for requiring PLAC cards:

- If all libraries require these, irate taxpayers will rightly point the finger at the state legislature as the source of the problem. They will be forced to realize that their taxes pay for *only* their own library service.

- If all libraries do not require the use of PLAC cards, those which do, mainly the large libraries, will appear selfish and disinterested in public service, giving them an undeserved black eye. Do we have a right to do this?
- Our taxpayers are *paying* for their JCPL service. Why should they pay for Newton or Porter County patrons too?
- If our taxpayers are going to be required to pay to use the Porter County or Lake County Public Library, why shouldn't taxpayers of those districts have to pay to use our library?
- Coming to terms with their own libraries' shortcomings may convince some taxpayers that they must take an active role in upgrading their own libraries -- or merging with other libraries to provide better service.

Cons:

- Reciprocal borrowing/PLAC use represents only 2% of our book and magazine circulation. We would earn annually only about \$1000 from PLAC card use. Is it worth dealing with the irate Newton County or Carpenter Township people who want to use the library without charge?
- Are we here to provide good library service or only to provide good library service to Jasper County residents?

Next Step(s). I would like to know the Board's opinion on this issue. You have several possible solutions that I can see:

1. Require PLAC cards for all borrowers from out of the library district.
2. Require PLAC cards for borrowers from libraries which will not sign reciprocal borrowing agreements with JCPL.
3. Allow anyone to have a free reciprocal borrowing card which allows them to borrow magazines and books only (as at present)
4. Allow anyone to have a free reciprocal borrowing card which allows them to borrow *any* materials and to use the library's personal computers (PC's). (Not advised: This would put more of a strain on our already small collections of cd's, videos and audiocassette tapes and our limited number of computers.)
5. Charge 50 cents per item (or some such fee) for everything checked out on a reciprocal borrowing card.

Vote: Because some libraries in surrounding areas are still discussing their responses to the legislature's action, I think we should discuss only and get a sense of direction at this meeting and take final action at the June meeting.

JCPL FINANCIAL STATEMENT

APRIL 30, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$3,474.40	\$17,159.83	\$82,607.07	\$269,471.03	\$11,251.58
Investments \$0.00						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Funds:						
DeMotte	\$2,362.04	\$0.00	\$40.00	\$0.00	\$32.96	\$2,369.08
Rensselaer	\$1,718.02	\$50.00	\$150.00	\$19.71	\$166.84	\$1,701.18
Wheatfield	\$714.28	\$0.00	\$0.00	\$8.06	\$8.06	\$706.22
Gift Fund	\$4,794.34	\$50.00	\$190.00	\$27.77	\$207.86	\$4,776.48
Bond & Interest Redemption Fund	\$128,832.99	\$0.00	\$0.00	\$0.00	\$0.00	\$128,832.99
Investments \$100,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Construction Fund	\$15,344.67	\$212.86	\$1,267.78	\$0.00	\$3,830.62	\$12,781.83
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	\$139.64	\$359.73	\$375.57
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	\$1,771.85	\$1,821.35	\$761.68
Advanced EIC		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$3,737.26	\$18,617.61	\$84,546.33	\$276,815.59	\$189,988.32

DATE {28 Apr 95} {CURRENT BANK BALANCES }

A1 {BANK ONE CHECKING }	B1 {	39947.84}
A2 {CONSTRUCTION FUND SAVINGS ACCT }	B2 {	12781.83}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	.00}
A4 {FIRST OF AMERICA BANK }	B4 {	10834.19}
A5 {DEMOTTE STATE BANK }	B5 {	17069.41}
A6 {INDIANA FEDERAL BANK FOR SAVIN }	B6 {	4233.64}
A7 {NBD BANK, N.A. }	B7 {	3876.51}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	1244.90}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	.00}
A10{CD #7900074936 }	B10{	100000.00}
A11{ }	B11{	.00}
A12{ }	B12{	.00}
A13{ }	B13{	.00}
A14{ }	B14{	.00}
A15{ }	B15{	.00}

TOTAL	B16{	189988.32}

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

28 Apr 95

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	12863.04	25866.96	33%
1.12 SALARY OF ASSISTANTS	381564.00	.00	381564.00	31960.13	118336.03	263227.97	31%
1.13 WAGES OF JANITORS	26819.00	.00	26819.00	2276.50	8866.60	17952.40	33%
1.21 EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2865.96	10714.90	23426.10	31%
1.22 UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	1298.34	1376.41	-136.41	111%
1.23 EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	5546.75	10712.76	12505.24	46%
1.24 EMPLOYER'S CONTRIB.- INS.	16319.00	21.45	16340.45	914.99	2624.03	13716.42	16%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	275.15	1224.85	18%
2.11 OFFICIAL RECORDS	950.00	.00	950.00	16.87	468.63	481.37	49%
2.12 STATIONERY AND PRINTING	600.00	.00	600.00	282.50	282.50	317.50	47%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	356.53	984.38	3515.62	22%
2.21 CLEANING & SANITATION SUPPLIES	4000.00	.00	4000.00	372.89	1112.63	2887.37	28%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	2.05	17.95	10%
2.23 OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	275.05	1361.50	1438.50	49%
2.31 BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	52.50	201.60	448.40	31%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	300.00	.00	300.00	35.80	36.78	263.22	12%
2.41 LIBRARY SUPPLIES	4000.00	.00	4000.00	132.90	1808.68	2191.32	45%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	645.28	4354.72	13%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	2500.00	.00	2500.00	.00	225.00	2275.00	9%
3.14 OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.21 TELEPHONE	25000.00	.00	25000.00	1631.48	6638.75	18361.25	27%
3.22 POSTAGE	7500.00	34.76	7534.76	146.34	1765.07	5769.69	23%
3.23 TRAVELING EXPENSE	4000.00	.00	4000.00	328.25	679.50	3320.50	17%
3.24 PROFESSIONAL MEETINGS	6000.00	.00	6000.00	651.50	1590.00	4410.00	27%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	53.42	346.91	153.09	69%
3.32 OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13%
3.41 OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42 OTHER INSURANCE	18000.00	.00	18000.00	8640.00	8640.00	9360.00	48%
3.51 GAS	27000.00	.00	27000.00	1353.97	7385.06	19614.94	27%
3.52 ELECTRICITY	57000.00	.00	57000.00	2782.45	12290.35	44709.65	22%
3.53 WATER	1600.00	.00	1600.00	41.20	241.20	1358.80	15%
3.54 WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	146.02	633.98	2566.02	20%
3.61 BUILDING & STRUCTURES	16000.00	.00	16000.00	1672.77	6777.57	9222.43	42%
3.62 EQUIPMENT	4000.00	.00	4000.00	38.50	375.15	3624.85	9%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	33.95	119.80	130.20	48%
3.81 PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82 INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	1800.00	.00	1800.00	.00	710.00	1090.00	39%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95 SERVICE CONTRACTS	10000.00	.00	10000.00	510.90	2377.67	7622.33	24%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98 MAINTENANCE CONTRACTS	35000.00	.00	35000.00	94.00	2506.25	32493.75	7%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4 FURNITURE & EQUIPMENT	12000.00	.00	12000.00	.00	418.00	11582.00	3%
4.51 BOOKS	113000.00	.00	113000.00	11978.94	27339.35	85660.65	24%
4.52 PERIODICALS & NEWSPAPERS	35000.00	.00	35000.00	1148.42	12628.87	22371.13	36%
4.53 NONPRINTED MATERIALS	17000.00	.00	17000.00	1739.79	3043.75	13956.25	18%
-TOTAL-	954071.00	56.21	954127.21	82607.07	269471.03	684656.18	28%

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

28 Apr 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	524.64	4416.97	.00	2751.62	1665.35
	-TOTAL-	15344.67	1267.78	16612.45	.00	3830.62	12781.83

CHANGES TO APPROPRIATION REPORT
DATE 28 Apr 95

OPERATING Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT

CHANGES TO APPROPRIATION REPORT
DATE 28 Apr 95

CONSTRUCTION Fund/Account No	Date	Amount	Explanation
180-3.61	08 Mar 95	743.14	REIMBURSED BY BLDG. CONTRACTORS
180-4.4	31 Jan 95	311.78	INTEREST EARNED 4TH QTR 1994
180-4.4	06 Apr 95	212.86	INTEREST EARNED 1st QUARTER 1995

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013701	02322	ACORDIA PERSONAL BENEFITS, I	1250.39	10 APR 95	QTLY.INS.PREMIUM-JUNG,EISELE
013702	02323	AMERICAN LIBRARY ASSOCIATION	65.00	10 APR 95	BOOKLIST-ANNUAL SUBSC.TO 4/9
013703	02324	ANNE-MARIE EGAN	11.18	10 APR 95	PHOTOCOPIES OF DIR.EVALUATIO
013704	02325	AVC CORPORATION	94.00	10 APR 95	SERVICE CONTRACT-MAY 1995
013705	02326	BAKER & TAYLOR	191.57	10 APR 95	CONTINUATIONS-BOOKS
013706	02327	BAKER & TAYLOR	5444.15	10 APR 95	BOOKS,GIFT BOOKS,BOOKFINDER
013707	02328	BARGAINS GALORE	8.06	10 APR 95	HOSPITALITY-CHILDREN'S PROGR
013708	02330	BEN FRANKLIN	5.56	10 APR 95	CRAFT SUPPLIES-CH. PROGRAM-W
013709	02331	BETTY A. HUFF (PAS-TIME BOO	24.27	10 APR 95	BOOKS
013710	02332	CAMPBELL PRINTING COMPANY	282.50	10 APR 95	ENVELOPES & LETTERHEADS
013711	02333	CAREER TRACK INC.	297.00	10 APR 95	"HOW TO LEAD A TEAM"-5/11, Y
013712	02334	CAROL BACHMAN	22.00	10 APR 95	MILEAGE
013713	02335	CENTRAL STATES SALES CORPORA	85.50	10 APR 95	OUTDOOR LIGHT BULB REPLACEME
013714	02336	CONGRESSIONAL QUARTERLY INC.	309.00	10 APR 95	CQ RESEARCHER TO 5/96-RENS.S
013715	02337	CONSOLIDATED INSURANCE AGENC	8640.00	10 APR 95	BLDG,BOILER,PERF.BOND INS.-
013716	02338	DELORME	71.00	10 APR 95	CD-ROM STREET ATLAS-USA
013717	02339	DEMCO	125.67	10 APR 95	REPAIR BOOK TAPE & HANGUP BA
013718	02340	DEMOTTE OFFICE SUPPLY	6.82	10 APR 95	LABELS
013719	02341	DIVERSITY UNIFORMS	6.95	10 APR 95	NAMETAG
013720	02342	FASE'S	52.50	10 APR 95	REDOUT FOR WATER SOFTNER-DEM
013721	02343	FILIP INC.	36.30	10 APR 95	CLEANING SUPPLIES
013722	02344	FRED PRYOR SEMINARS	79.00	10 APR 95	"HOW TO SUPERVISE PEOPLE",4/
013723	02345	GROLIER EDUCATIONAL CORPORAT	1559.25	10 APR 95	CD-ROM ENCYCLOPEDIAS
013724	02346	GROLIER PUBLISHING COMPANY	3381.99	10 APR 95	BOOKS
013725	02347	GUIDE	8.60	10 APR 95	CIRC.CLERK AD-RENS.
013726	02348	HANSEN'S SNOW REMOVAL	100.00	10 APR 95	SNOW REMOVAL-RENS.
013727	02349	HERITAGE OFFICE PRODUCTS, IN	61.99	10 APR 95	COPIER COVER, CALCULATOR RIB
013728	02351	HP PRODUCTS CORP.	252.37	10 APR 95	JANITORIAL SUPPLIES
013729	02352	INCOLSA	30.00	10 APR 95	SPRING BOARD MTG-BEEVER & DA
013730	02353	INDIANA BASKETBALL HALL OF F	20.00	10 APR 95	SUBSCRIPTION-DEM & RENS. TO
013731	02354	INDIANA DEPT.OF WORKFORCE DE	1298.34	10 APR 95	1st QTR PAYMENT-UNEMPLOYMENT
013732	02355	JOAN KOPANDA	11.50	10 APR 95	MILEAGE
013733	02356	KANKAKEE VALLEY POST NEWS	25.50	10 APR 95	RENS.SUBSC.TO 5/96
013734	02358	KAREN LOEHRER	65.36	10 APR 95	CRAFT SUPPLIES & MILEAGE
013735	02359	KIMBERLY GARWOOD	69.43	10 APR 95	MILEAGE, PROF.MTG.,BOOKS
013736	02360	KOLORTECH, INC.	189.55	10 APR 95	FLUORESCENT BULBS
013737	02361	LAKE COUNTY PUBLIC LIBRARY	20.00	10 APR 95	SOARING TO EXCELLENCE TELECO
013738	02362	LERNER PUBLICATIONS CO.	10.12	10 APR 95	BOOK
013739	02363	LIBRARY ADMINISTRATOR'S DIGE	39.00	10 APR 95	SUBSCRIPTION-TO 3/96
013740	02364	LIBRARY OF CONGRESS	60.00	10 APR 95	TECH.SERVICES BOOK
013741	02365	LYNN DAUGHERTY	188.65	10 APR 95	MILEAGE & VIDEO
013742	02366	LODS COMMUNICATIONS	775.65	10 APR 95	TELEPHONE & DATA LINES
013743	02367	MARGE HOHNER	13.00	10 APR 95	MILEAGE
013744	02368	MARSHALL CAVENDISH CORPORATI	1975.16	10 APR 95	BOOKS
013745	02369	MARY K. MARTIN	36.85	10 APR 95	LONG DISTANCE LEARNING WORKS
013746	02370	MATHIS PUMP REPAIR & TRENCHI	75.83	10 APR 95	STOOL & SINK REPAIRS-WHEATFI
013747	02371	NATIONAL GEOGRAPHIC SOCIETY	13.90	10 APR 95	BOOK
013748	02372	NIPSCO	1561.72	10 APR 95	DEMOTTE UTILITIES-MARCH 1995

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013749	02373	NORTHWESTERN INDIANA TELEPHO	124.23	10 APR 95	DEMOTTE TELEPHONE-APRIL 1995
013750	02374	OVGTSL	70.00	10 APR 95	ANNUAL MTG. 5/18-19
013751	02375	PAM FERBER	20.34	10 APR 95	BOOK LEASE POSTAGE
013752	02376	MARGARET M. WOODS	107.22	10 APR 95	MILEAGE & PROF. MTG.
013753	02378	PHILIP HOWARD	75.00	10 APR 95	SNOW REMOVAL-WHEATFIELD
013754	02379	POSTMASTER	24.00	10 APR 95	ANNUAL POST OFFICE BOX RENTA
013755	02380	POSTMASTER GENERAL	126.00	10 APR 95	STAMPS: 200-3 CENT, 200-10 C
013756	02381	PUBLIC EMPLOYEES' RETIREMENT	8320.16	10 APR 95	1st QTR PAYMENT & ADJUSTMENT
013757	02382	PUBLISHERS WEEKLY	79.00	10 APR 95	MAGAZINE SUBSCRIPTION-RENS.
013758	02383	QUALITY HOTEL RIVERVIEW	110.00	10 APR 95	ACCOMODATIONS Y.BEEVER -5/17
013759	02384	QUILL	341.38	10 APR 95	TRASH BAGS, COMPUTER PAPER, P
013760	02385	READER'S DIGEST ASSOCIATION	44.92	10 APR 95	SUBSCR-WH. TO 5/96 & RENS. T
013761	02386	REED REFERENCE PUBLISHING	152.45	10 APR 95	SUBJ.GUIDE TO CHILDRENS BIP-
013762	02387	RENSSELAER REPUBLICAN	44.82	10 APR 95	CIRC. CLERK AD-RENS.
013763	02388	REVCO D.S., INC.	12.00	10 APR 95	SUNDAY PAPERS-DEMOTTE-FEB 19
013764	02389	ROURKE PUBLISHING GROUP	642.65	10 APR 95	BOOKS
013765	02390	SCHULTZ TV & ELECTRONICS	38.50	10 APR 95	VCR REPAIRS-DEMOTTE
013766	02391	SECURITY COURIERS CORP.	510.90	10 APR 95	TRANSPORT SERVICE-3/10 TO 3/
013767	02392	SOCIAL ISSUES RESOURCES SERI	475.00	10 APR 95	ANNUAL UPDATE SUBSC.-DEM. &
013768	02393	STECK-VAUGHN COMPANY	105.59	10 APR 95	BOOKS
013769	02394	T.C.& M., INC.	210.84	10 APR 95	LIGHT FIXTURE REPAIRS-DEMOTT
013770	02396	TEETERS CULLIGAN	9.95	10 APR 95	APRIL RENTAL OF WATER COOLER
013771	02397	TIME-LIFE EDUCATION	38.80	10 APR 95	BOOKS
013772	02398	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 APR 95	SEWER SERVICE FOR FEB.1995-D
013773	02399	TYSEN'S COUNTRY GROCERY, INC	48.23	10 APR 95	CLEANING SUPPLIES
013774	02400	WALKER DISPLAY INC.	7.95	10 APR 95	PICTURE HANGING DEVICES-RENS
013775	02401	CIRCLE "R" MECHANICAL, INC.	1211.10	10 APR 95	REPLACED VALVE ACTUATORS-REN
004491	02402	CHARLOTTE FAGEN	611.16	10 APR 95	PAYROLL
004507	02403	SHARON SCHULENBERG	539.03	10 APR 95	PAYROLL
004512	02404	JILL TACHTIRIS	563.00	10 APR 95	PAYROLL
004502	02405	JOAN KOPANDA	445.45	10 APR 95	PAYROLL
004517	02406	DIANE WIERS	548.80	10 APR 95	PAYROLL
004506	02407	BONNIE POWELL	400.51	10 APR 95	PAYROLL
004487	02408	GLENDA BROWN	560.17	10 APR 95	PAYROLL
004501	02409	DIANA KOBY	108.22	10 APR 95	PAYROLL
004508	02410	EILEEN SPURGEON	39.56	10 APR 95	PAYROLL
004489	02411	LYNN DAUGHERTY	1067.43	10 APR 95	PAYROLL
004488	02412	RENEE CARR	433.69	10 APR 95	PAYROLL
004516	02413	WHITED, AMBER	229.26	10 APR 95	PAYROLL
004497	02414	ROSE E. HOWARD	561.58	10 APR 95	PAYROLL
004492	02415	PAMELA FERBER	657.05	10 APR 95	PAYROLL
004494	02416	KIMBERLY GARWOOD	859.10	10 APR 95	PAYROLL
004490	02417	JULIE EISELE	317.68	10 APR 95	PAYROLL
004485	02418	MARLENE BEEDLE	338.91	10 APR 95	PAYROLL
004505	02419	CAROL MITCHELL	475.57	10 APR 95	PAYROLL
004483	02420	BACHMAN, CAROL	548.59	10 APR 95	PAYROLL
004498	02421	GAIL M. JUNG	598.43	10 APR 95	PAYROLL
004515	02422	WEBSTER, RACHAEL D.	156.71	10 APR 95	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004493	02423	GALLINA, KATHLEEN M.	551.40	10 APR 95	PAYROLL
004503	02424	SHARON K. LEWIS	100.03	10 APR 95	PAYROLL
004509	02425	LYNN M. STALBAUM	77.39	10 APR 95	PAYROLL
004519	02426	LEANNE YORK	736.85	10 APR 95	PAYROLL
004510	02427	JACK STANDISH	401.58	10 APR 95	PAYROLL
004518	02428	MARGARET M. WOODS	473.55	10 APR 95	PAYROLL
004504	02429	LOEHRER, KAREN L.	420.89	10 APR 95	PAYROLL
004513	02430	NICOLE E. VIROK	27.79	10 APR 95	PAYROLL
004495	02431	MOLLY A. GATLIN	83.19	10 APR 95	PAYROLL
004514	02432	ELAINE WALING	42.95	10 APR 95	PAYROLL
004484	02433	JUDY T. BAKKER	74.76	10 APR 95	PAYROLL
004499	02434	ANGELA M. KARCH	89.71	10 APR 95	PAYROLL
004500	02435	MAIA S. KINGMAN	160.71	10 APR 95	PAYROLL
004511	02436	LORENE A. SUTTON	317.33	10 APR 95	PAYROLL
004486	02437	YVONNE J. BEEVER	764.85	10 APR 95	PAYROLL
004496	02438	HEATHER A. HOPP	76.60	10 APR 95	PAYROLL
013777	02439	BANK ONE	4830.54	10 APR 95	FICA & FED TAXES WITHHELD 10
013776	02440	INDIANA DEFERRED COMPENSATIO	135.00	10 APR 95	WITHHELD FROM 10 APR 95 PAYR
DEBIT	02441	DEMOTTE STATE BANK	16.87	11 APR 95	DEPOSIT SLIPS
013778	02442	UNITED TELEPHONE COMPANY	385.23	10 APR 95	RENSSELAER-TELEPHONE-MARCH 1
004528	02443	CHARLOTTE FAGEN	612.09	25 APR 95	PAYROLL
004544	02444	SHARON SCHULENBERG	446.21	25 APR 95	PAYROLL
004549	02445	JILL TACHTIRIS	472.77	25 APR 95	PAYROLL
004539	02446	JOAN KOPANDA	359.70	25 APR 95	PAYROLL
004554	02447	DIANE WIERS	499.04	25 APR 95	PAYROLL
004543	02448	BONNIE POWELL	341.18	25 APR 95	PAYROLL
004524	02449	GLENDA BROWN	473.74	25 APR 95	PAYROLL
004538	02450	DIANA KOOY	108.22	25 APR 95	PAYROLL
004545	02451	EILEEN SPURGEON	56.52	25 APR 95	PAYROLL
004526	02452	LYNN DAUGHERTY	1067.73	25 APR 95	PAYROLL
004525	02453	RENEE CARR	352.40	25 APR 95	PAYROLL
004553	02454	WHITED, AMBER	229.56	25 APR 95	PAYROLL
004534	02455	ROSE E. HOWARD	486.02	25 APR 95	PAYROLL
004529	02456	PAMELA FERBER	657.35	25 APR 95	PAYROLL
004531	02457	KIMBERLY GARWOOD	863.35	25 APR 95	PAYROLL
004527	02458	JULIE EISELE	314.64	25 APR 95	PAYROLL
004522	02459	MARLENE BEEDLE	298.42	25 APR 95	PAYROLL
004542	02460	CAROL MITCHELL	403.23	25 APR 95	PAYROLL
004520	02461	BACHMAN, CAROL	458.31	25 APR 95	PAYROLL
004535	02462	GAIL M. JUNG	599.36	25 APR 95	PAYROLL
004552	02463	WEBSTER, RACHAEL D.	161.63	25 APR 95	PAYROLL
004530	02464	GALLINA, KATHLEEN M.	551.70	25 APR 95	PAYROLL
004540	02465	SHARON K. LEWIS	86.40	25 APR 95	PAYROLL
004546	02466	LYNN M. STALBAUM	77.39	25 APR 95	PAYROLL
004556	02467	LEANNE YORK	737.15	25 APR 95	PAYROLL
004547	02468	JACK STANDISH	363.91	25 APR 95	PAYROLL
004555	02469	MARGARET M. WOODS	474.47	25 APR 95	PAYROLL
004541	02470	LOEHRER, KAREN L.	388.59	25 APR 95	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004550	02471	NICOLE E. VIROK	27.79	25 APR 95	PAYROLL
004532	02472	MOLLY A. GATLIN	100.89	25 APR 95	PAYROLL
004551	02473	ELAINE WALING	91.55	25 APR 95	PAYROLL
004521	02474	JUDY T. BAKKER	74.76	25 APR 95	PAYROLL
004536	02475	ANGELA M. KARCH	99.92	25 APR 95	PAYROLL
004537	02476	MAIA S. KINGMAN	123.61	25 APR 95	PAYROLL
004548	02477	LORENE A. SUTTON	271.68	25 APR 95	PAYROLL
004523	02478	YVONNE J. BEEVER	765.31	25 APR 95	PAYROLL
004533	02479	HEATHER A. HOPP	99.02	25 APR 95	PAYROLL
013779	02480	BANK ONE	4405.93	25 APR 95	FICA & FED TAX WITHHELD LESS
013780	02481	INDIANA DEFERRED COMPENSATIO	135.00	25 APR 95	WITHHELD FROM 25 APR 95 PAYR
013781	02482	INDIANA DEPARTMENT OF REVENU	1571.17	25 APR 95	STATE & COUNTY TAX WITHHELD-
013782	02483	CITY OF RENSSELAER	2181.19	25 APR 95	RENSSELAER-UTILITIES-MARCH 1
013783	02484	NIPSCO	520.96	25 APR 95	WHEATFIELD-UTILITIES-MARCH 1
013784	02485	TOWN OF WHEATFIELD SEWER WOR	41.05	25 APR 95	SEWAGE-WHEATFIELD-MAY 1995
013785	02486	UNITED TELEPHONE COMPANY	346.37	25 APR 95	DATA LINES, WHEATFIELD-PHONE

--TOTAL AMOUNT OF CLAIMS-- 84546.33

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 84546.33. Dated 08 MAY 95.

F5

April 28, 1995

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	TOTAL RECEIPTS <u>THIS MONTH</u>	TOTAL RECEIPTS <u>YEAR-TO-DATE</u>
FINES & FEES.....			\$2,337.99	\$8,094.30
DeMotte	\$1,097.99	\$3,063.12		
Rensselaer	\$791.73	\$3,397.84		
Wheatfield	\$448.27	\$1,633.34		
PHOTOCOPIES.....			\$736.10	\$2,591.24
DeMotte	\$251.20	\$973.95		
Rensselaer	\$375.40	\$1,239.14		
Wheatfield	\$109.50	\$378.15		
CARDS.....			\$116.00	\$349.00
DeMotte	\$86.00	\$161.50		
Rensselaer	\$26.00	\$167.50		
Wheatfield	\$4.00	\$20.00		
INTEREST.....			\$242.52	\$5,455.10
TAXES.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$41.79	\$670.19
B&T - Book Lease Postage	\$20.34	\$87.61		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg.Contractors-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursemer	\$21.45	\$21.45		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,474.40	\$17,159.83
PLAC FUND.....			\$0.00	\$0.00
GIFT FUNDS.....			\$50.00	\$190.00
DeMotte	\$0.00	\$40.00		
Rensselaer	\$50.00	\$150.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$212.86	\$1,267.78
Interest Earned	\$212.86	\$524.64		
Bldg.Contractors-Reimbursement	\$0.00	\$743.14		
TOTAL RECEIPTS - ALL FUNDS.....			\$3,737.26	\$18,617.61

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PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013786	02487	A.E. BOYCE CO., INC.	160.29	08 MAY 95	IMPRINTED 3-PART PURCHASE OR
013787	02488	ACE HARDWARE	24.74	08 MAY 95	JANITORIAL SUPPLIES
013788	02489	ACORDIA PERSONAL BENEFITS, I	1355.63	08 MAY 95	QTLY INS. PREMIUMS-WIERS,LOE
013789	02490	AMERICAN LIBRARY ASSN	17.50	08 MAY 95	BOOK-TECH. SERVICES DEPT.
013790	02491	ASSOCIATED LIBRARIES, INC.	32.29	08 MAY 95	BOOKS
013791	02492	AUDIO EDITIONS	24.00	08 MAY 95	AUDIO TAPES
013792	02493	AVC CORPORATION	382.00	08 MAY 95	PANASONIC #3124 PRINTER-ADM.
013793	02494	BAKER & TAYLOR	67.19	08 MAY 95	CONTINUATION BOOKS
013794	02495	BAKER & TAYLOR	5891.96	08 MAY 95	BOOKS,CASSETTES,& GIFT FUND
013795	02496	BEN FRANKLIN	49.46	08 MAY 95	VIDEOS
013796	02497	BETTY A. HUFF (PAS-TIME BOO	86.31	08 MAY 95	BOOKS
013797	02498	CAROL BACHMANL	35.75	08 MAY 95	MILEAGE
013798	02499	CD ONE STOP	566.29	08 MAY 95	CD's
013799	02500	CHARLOTTE FAGEN	53.60	08 MAY 95	EDUCATIONAL TOYS, CH. NOTEBO
013800	02501	CIALSA	9.00	08 MAY 95	BUDGET CLINIC 5/23/95, EGAN,
013801	02502	CIRCLE "R" MECHANICAL, INC.	899.55	08 MAY 95	REPLACED ACTUATOR & SERV. CA
013802	02503	COAST TO COAST	15.07	08 MAY 95	BATTERIES, CORDUCT,ETC.
013803	02505	COLUMBIA PARK ZOO	65.00	08 MAY 95	CH.PROGRAM SUMMER READING SP
013804	02506	CROWN COMPUTER	55.00	08 MAY 95	REPAIRS TO COMPUTER
013805	02507	CROWN POINT COMMUNITY LIBRAR	90.00	08 MAY 95	NILBA DINNER & MTG.-EGAN,LAW
013806	02508	CUSTOM LAWN CARE	215.00	08 MAY 95	SNOW REMOVAL-RENS.
013807	02509	DEMCO	35.07	08 MAY 95	CATALOG CARDS,ORDER SLIPS,BK
013808	02510	DISCOUNT WIRING MATERIALS, I	107.10	08 MAY 95	FLUORESCENT BULBS
013809	02511	DUMAS, MORIARTY & DUMAS	90.00	08 MAY 95	LEGAL CONSULTATIONS
013810	02512	EDUCATORS PROGRESS SERVICE,	42.90	08 MAY 95	BOOK
013811	02513	ENTRE COMPUTER CENTER	925.50	08 MAY 95	CD-ROM DISK DRIVE & REMOVED
013812	02514	FAS-TRACK COMPUTER PRODUCTS	78.00	08 MAY 95	CD CADDIES
013813	02515	FILIP INC.	157.32	08 MAY 95	PAPER TOWELS,CLEANERS, M-FOL
013814	02516	GALE RESEARCH INC.	836.51	08 MAY 95	BOOKS
013815	02517	GAYLORD BROS.	50.00	08 MAY 95	QUICK REFERENCE CARDS
013816	02518	GROLIER PUBLISHING COMPANY	63.60	08 MAY 95	BOOKS
013817	02519	H. W. WILSON COMPANY	200.00	08 MAY 95	READER'S GUIDE SUBSC.-TO 6/9
013818	02520	HERITAGE OFFICE PRODUCTS, IN	194.27	08 MAY 95	TYPEWRITER REPAIRS-WH.;CORR.
013819	02521	HIGHBRIDGE COMPANY	111.57	08 MAY 95	DVS TAPES
013820	02522	HP PRODUCTS CORP.	66.95	08 MAY 95	JANITORIAL SUPPLIES
013821	02523	INCOLSA	150.00	08 MAY 95	INTRO TO INTERNET WORKSHOP-K
013822	02524	IND. DEPT. OF FIRE & BUILDIN	60.00	08 MAY 95	BOOKS
013823	02525	INDIANA JIM'S LOCKERY	40.00	08 MAY 95	ADJUSTMENT TO FRONT DOORS-DE
013824	02526	JILL TACHTIRIS	66.50	08 MAY 95	MILEAGE & PARKING
013825	02527	KAREN LOEHRER	62.25	08 MAY 95	MILEAGE & VIDEO
013826	02528	LDDS COMMUNICATIONS	800.90	08 MAY 95	DATA LINES & LONG DISTANCE
013827	02529	LIBRARY VIDEO COMPANY	189.58	08 MAY 95	VIDEOS
013828	02530	LYNN DAUGHERTY	567.57	08 MAY 95	MILEAGE, BOOKS, PROF.MTG.,PO
013829	02531	MARGE HOHNER	13.00	08 MAY 95	MILEAGE-APRIL BD. MTG.
013830	02532	MIDWEST LIVING	14.95	08 MAY 95	BOOK
013831	02533	MONTGOMERY KONE,INC.	385.55	08 MAY 95	ELEVATOR REPAIRS
013832	02534	MOYER BOOK SALES	188.50	08 MAY 95	BOOKS
013833	02535	NIPSCO	2336.51	08 MAY 95	UTILITIES-DEMOTTE-MARCH 1995

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 02 May 95

PAGE 2

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013834	02536	NORTHWESTERN INDIANA TELEPHO	121.06	08 MAY 95	TELEPHONES-DEMOTTE-MAY 1995
013835	02537	PAM FERBER	5.50	08 MAY 95	MILEAGE
013836	02538	PEGGY WOODS	17.75	08 MAY 95	MILEAGE
013837	02539	PENNINGA SALES & SERVICE	60.04	08 MAY 95	SERVICING & REPAIRS -LAWN MO
013838	02540	PERSONNEL CONCEPTS LIMITED	12.45	08 MAY 95	LABOR LAW POSTERS
013839	02542	PHILIP HOWARD	60.00	08 MAY 95	LAWN & BLDG. CARE
013840	02543	POSTMASTER GENERAL	653.00	08 MAY 95	2000-32 CENT,100-10 CENT,100
013841	02544	PRECISION CONTROL SYSTEMS, I	3149.00	08 MAY 95	MTNCE CONTRACT; REPAIRS TO C
013842	02545	QUILL	65.30	08 MAY 95	CONST.PAPER,COMP.RIBBONS,DRY
013843	02546	REED REFERENCE PUBLISHING	243.88	08 MAY 95	BIP SUPPLEMENT
013844	02547	REVCO D.S., INC.	24.00	08 MAY 95	NEWSPAPERS-MARCH & APRIL-DEM
013845	02548	ROHAN SERVICE AGENCY OF SO.B	583.00	08 MAY 95	DETERMINE REPAIRS & INSPECT
013846	02549	SCARECROW PRESS	77.00	08 MAY 95	VOYA SUBSCRIPTION-THRU 4/97-
013847	02551	SECURITY COURIERS CORP.	681.20	08 MAY 95	TRANSPORT SERV-3/31 TO 4/21/
013848	02552	SELECTVIDEO	110.15	08 MAY 95	VIDEOS
013849	02553	SUNSET PUBLICATIONS, INC.	96.61	08 MAY 95	AUDIO CASSETTES
013850	02554	TIME WARNER VIEWER'S EDGE	89.55	08 MAY 95	VIDEOS
013851	02555	TIME-LIFE EDUCATION	15.18	08 MAY 95	BOOK
013852	02556	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	08 MAY 95	DEMOTTE LIB.SEWER SERV.-MARC
013853	02557	WAL-MART STORES, INC.	118.34	08 MAY 95	VIDEOS, BATTERIES, BANDAIDS
013854	02558	WILCO PICK & SAVE	14.96	08 MAY 95	RENS.CHILD.-MEXICAN WORLD TO
013855	02560	YVONNE BEEVER	58.59	08 MAY 95	MILEAGE & PROF. MEETING
013856	02561	GREENE'S FURNITURE	499.00	08 MAY 95	ROCKER FOR CHILDREN'S AREA-R

--TOTAL AMOUNT OF CLAIMS-- 24704.01

5. Instruction
Fund

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 24704.01. Dated 08 MAY 95.

_____	_____
_____	_____
_____	_____
_____	_____

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
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013855	02560	YVONNE BEEVER	58.59	08 MAY 95	MILEAGE & PROF. MEETING	
nstruction	013856	02561	GREENE'S FURNITURE	499.00	08 MAY 95	ROCKER FOR CHILDREN'S AREA-R
TRANSFER	02562	JASPER COUNTY PUBLIC LIBRARY	100000.00	04 MAY 95	CD #79-0007493-6 MATURED	
013857	02563	TEETERS CULLIGAN	34.70	08 MAY 95	MAY WATER COOLER RENTAL & WA	
--TOTAL AMOUNT OF CLAIMS--			124738.71			

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 124738.71. Dated 08 MAY 95.

Salary Changes -- May 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	
Bakker, Judy	Page	\$4.30	\$2,224.00	10	D	
Karch, Angela	Page	\$4.30	\$2,223.00	10	D	
Kingman, Maia	Clerk	\$4.75	\$3,868.80	15	R	Res. 5/31/95
Loehrer, Karen	Lib. Asst 2	\$6.49	\$13,083.20	40	R	
Mitchell, Carol	Lib. Asst 2	\$6.49	\$6,232.77	40	R	Res. 5/26/95
Ulm, Aaron	Page	\$4.25	\$553.00	10	R	Start 5/2/95
Virok, Nicole	Page	\$4.30	\$296.00	3.75	R	Res. 5/95

Miriam Sawyer

Margaret Hohner

Genevieve Egan

Margaret Carey

CIRCULATION BY ITEM FINE CODE

~~March~~ 1995

April

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	77	40	37	154
100 (1)	81	59	29	169
200 (2)	49	57	17	123
300 (3)	323	247	94	664
400 (4)	4	7	9	20
500 (5)	113	42	40	195
600 (6)	565	456	317	1338
700 (7)	223	265	112	600
800 (8)	48	93	17	158
900 (9)	181	347	92	620
B (10)	134	144	47	325
j000 (11)	9	25	5	39
j100 (12)	8	13	4	25
j200 (13)	12	23	10	45
j300 (14)	74	84	25	183
j400 (15)	10	2	0	12
j500 (16)	293	227	133	653
j600 (17)	96	107	25	228
j700 (18)	113	174	42	329
j800 (19)	38	14	19	71
j900 (20)	97	161	79	337
jB (21)	90	50	34	174
FIC (22)	1036	1507	479	3022
yaFIC (23)	36	96	26	158
LARGE PRINT (24)	32	41	29	102
jFIC (25)	222	392	90	704
jE (26)	1149	1312	697	3158
jER (27)	359	127	78	564
Magazines (28)	810	416	353	1579
Games/Toys (29)	0	20	0	20
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	89	125	40	254
jCassettes (33)	42	142	23	207
Compact Discs (34)	149	178	224	551
jCompact Discs (35)	2	3	2	7
Sound Recordings (36)	5	18	6	29
jSound Recordings (37)	3	10	0	13
Software (38)	0	0	0	0
Vertical File (39)	195	107	3	305
Equipment (40)	2	2	0	4
yapFIC (41)	195	127	136	458
jpFIC (42)	164	124	41	329
Reference (43)	40	40	19	99
Genealogy (44)	0	0	0	0
jMagazines (45)	45	7	27	79
VHS (46)	591	909	437	1937
Free reads	465	308	246	1019
Puzzles			3	3
Talking books		3		3
				0
TOTAL	8269	8651	4146	21066

JUNE

AGENDA

**Jasper County Public Library Board of Trustees
Monday, June 12, 1995, 7:00 PM
Rensselaer**

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1-2)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance (R 7)	
D. Long Distance Satellite Learning Grant approval (R 15)	
E. Policy committee recommendations(R 15)	Action
<u>General Business</u>	
A. Public Officials & Employees Insurance(R 9-10)	Action
B. Reciprocal borrowing (R 15-16)	Action
C. Fall Staff Development Day (R 11- R 14)	Action
D. Board/Staff Picnic (R 16)	Discussion
<u>Director's Report</u> (R 15-R 17)	Information
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

JASPER COUNTY PUBLIC LIBRARY

Board Of Trustees Meeting

MINUTES.....May 08, 1995
DeMotte Public Library 7:00 PM

Present: Anne-Marie Egan, Marge Hohner, Mary Linda Casey, Miriam Lawyer, Lynn Daugherty

The meeting commenced with a moment of silence.

AGENDA: The Agenda was approved on a motion by M. Lawyer, seconded by M. Hohner.

CONSENT AGENDA: M. Hohner moved, seconded by M.L. Casey, to approve the Consent Agenda containing the April Minutes, Bills/Financial Reports, Salary Ordinance and the amended Workshop Approval request with an additional person to attend the IU Course. Motion carried.

POLICY COMMITTEE: Approval was given to accept the Audio Visual Policy, Reference Policy, Computer & Typewriter Use Policy and Video Cassette Policy as presented on a motion by M.L. Casey, seconded by M. Hohner. Vote was unanimous.

The Personnel Policy was presented with the revisions as requested. On a motion by M. Hohner, seconded by M. Lawyer, the Personnel Policy was adopted and approved. M. L. Casey voted against the motion. Motion passed 3-1. M. Lawyer moved that the Personnel Policy become effective January 1, 1996. M. Hohner seconded the motion. All were in favor.

OVERDUE BOOKS: It is the consensus of the Board that the library take the necessary steps to reduce the number of overdue books. In a effort to encourage students to return overdue books, containers will be made available at each school to return these books at no charge during the last week of school this spring. The Board also approved to allow a Fine-Free Week beginning one week before school resumes in the fall. After this period, a letter shall be sent to patrons on the Long Overdue List (3 months or more overdue), tactfully but clearly stating the legal and financial penalties for not returning library materials.

POLAROID CAMERAS: The Board agreed to discontinue checking out Polaroid Cameras to patrons. One camera will be kept at each library to use for picture-taking for newspaper publicity and library programs.

RECIPROCAL BORROWING: The Board unofficially expressed their willingness to continue to offer Reciprocal Borrowing to those library districts signing a Reciprocal Borrowing Agreement with us. A PLAC Card or Non-Resident Card will be required of patrons not living in these districts.

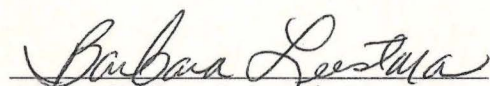
W. Doty left the meeting at this time.

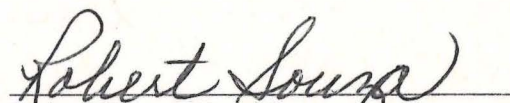
BUDGET CLINIC: A-M. Egan will attend the annual Budget Clinic in Indianapolis on May 23, 1995 along with G. Jung and L. Daugherty.

NILBA DINNER: This will be held at the Old Courthouse in Crown Point on May 24th. Lynn must be notified by May 1st if a board member wishes to attend. The check can then be written and approved at the May Board Meeting.

The May 8th Board Meeting will be held at the DeMotte Library.

The meeting was adjourned on a motion by M. Lawyer, seconded by M. Hohner at 8:38 PM.


Attest: Barbara Leestma, Secretary


Robert Souza, President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5306	5601	2229	13136
Added this month	144	169	31	344
Withdrew this month	82	93	11	186
Total registered	5368	5677	2249	13294
Non-resident, paying	31	36	0	67
PLAC card users	0	5	0	5
Reciprocal borrowers	116	67	3	186
XX				
INTRALIBRARY LOANS FILLED	145	122	114	381
LOCAL HISTORY				
In person	9	26		35
Letters		8		8
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	17	134	13	164
Software used	17	163	13	193
VCR Use	1	3		4
Microforms		79		79
Other	3	4	2	9
XX				
INTERLIBRARY LOANS				
Requests made for:	46	38	7	91
Items rec'd for:	30	37	15	82
Items outstanding:	16	1	-8	9
Items from Indiana libraries	23	27	5	55
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
May 1995

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0) *	683	10.7%	1014	13.4%	314	11.0%	2011	12.0%
Adult Female (1)	3649	57.0%	3548	46.9%	1712	59.9%	8909	53.0%
Juvenile 0-11 (2)	949	14.8%	1267	16.8%	389	13.6%	2605	15.5%
YA 12-17 (3)	510	8.0%	723	9.6%	281	9.8%	1514	9.0%
Nonresident No Fee (4)	80	1.3%	215	2.8%	10	0.4%	305	1.8%
Board/Staff (5)	250	3.9%	259	3.4%	147	5.1%	656	3.9%
School (6)	0	0.0%	98	1.3%	0	0.0%	98	0.6%
St. Joseph College (7)	2	0.0%	19	0.3%	0	0.0%	21	0.1%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	78	1.2%	192	2.5%	0	0.0%	270	1.6%
Corporate (10)	0	0.0%	71	0.9%	0	0.0%	71	0.4%
Reciprocal (11)	199	3.1%	158	2.1%	4	0.1%	361	2.1%
Total	6400		7564		2857		16821	
Total items borrowed by nonresidents	359	5.6%	682	9.0%	14	0.5%	1055	6.3%

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	26.7%	-7.0%	-10.2%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	31000	44876	23416
Total Titles Owned	28958	41212	21337
Daily Avg Circulation	268	319	119
XX			
MONTHLY SYSTEM STATISTICS	1994	1995	% change
Circulation	16043	18341	14%
Jan. to date circulation	104709	111235	6%

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
1	...
2	...
3	...
4	...
5	...
6	...
7	...
8	...
9	...
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6855	6750	6900	6795	Fiction
6138	4687	6167	4706	Nonfiction

5077	4973	5085	4982	Fiction
3282	3102	3286	3106	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	388	176	388	176	3	3	3	3	GRAPHIC MAT'L
---	---	---	---	-----	-----	-----	-----	---	---	---	---	---------------

0 0 0 0 0 0 0 0 0 0 MICROFORMS

872	743	872	743	1921	1377	1929	1385	1249	1112	1256	1119	SOUND REC, ADULT
108	108	108	108	144	144	145	145	31	31	31	31	SOUND REC., CH
5	2	5	2	15	10	15	10	3	3	3	3	CD ROM SOFTWARE
4	2	4	2	90	26	90	26	113	58	112	57	SOFTWARE

644	619	656	631	815	790	821	796	570	532	573	535	VHS
0		0	0	0		0	0			0	0	EQUIPMENT

30788	28759	31000	28958	44626	40967	44876	41212	23321	21251	23416	21337	TOTAL
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XX

**JASPER COUNTY PUBLIC LIBRARY PROGRAMS
May 1995**

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	38	24	32	94
Number attending	757	395	628	1780
YA Programs (14-17)				0
Number attending				0
Adult Programs	5	5	2	12
Number attending	50	67	20	137
Senior Citizen Programs	1		1	2
Number attending	23	5	5	33
TOTAL NO. OF PROGRAMS	44	29	35	108
TOTAL PERSONS ATTENDING	830	467	653	1950

Salary Changes -- June 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	
Brown, Amy	Page	\$4.25	\$298.00	10	R	Start 6/15/95
Eierman, Paulette	Lib. Asst 2	\$6.49	\$8,047.60	40	W	Start 5/30
Garwood, Kim	Librarian	\$13.92	\$28,956.80	40	R	
Pratt, Annette	Clerk	\$4.50	\$2,040.00	15	R	Start 6/1/95
Ulm, Aaron	Page	\$4.25	\$255.00	10	R	5/2/95-6/9/95
Woods, Peggy	Lib. Asst 2	\$6.49	\$12,600.60	40	R	

Explanation: The change in Kim's hourly wage is effective January 1, 1995. The annual salary remains the same. I neglected to add to her hourly salary to compensate for the health insurance she is paying privately. That amount is included in her annual salary.

Peggy's hourly salary remains the same as in her previous position. However, she elected to return to working 40 hours per week in order to be eligible for the Technical Services position.

Paulette Eierman is a new employee at Wheatfield, Annette Pratt at Rensselaer. (See R 17)

Amy Brown is replacing Aaron Ulm as a page.

Miriam Sawyer

Marge Hakner

Robert Souza

Barbara Restina

MEMORANDUM

Directors' and Officers' Liability Insurance

6/95

Summary: My recommendation is that the Board secure a Public Officials' Liability Insurance policy which covers board members, volunteers and employees of the Library. I have obtained 7 quotations on this insurance. I recommend that the Board accept the policy of National Casualty Company (Best Rating: A+XV) offered through Acordia of Central Indiana at a cost of \$2,183.

Discussion: The Public Library Quarterly, Vol. 13, No. 2, 1993, states that

"Errors and omissions coverage pays for legal defense and any court costs or penalties arising from suits brought against you, your library employees, or library board members for acts or failures to act in situations that are not ordinarily covered by your other insurance policies.

"Generally, the other insurance policies do not cover such issues as liability claims and legal defense costs arising, for example, out of the circulation of library materials or answers given to reference questions, or personnel practices (hiring, firing, discriminatory actions of one kind or another)."

Our attorneys have also recommended that we have such a policy. According to Ed Dumas, on *any* suit, we will need an attorney to defend our claim that the suit is frivolous or that we were negligent only, and not intentionally committing a crime. We *will* have attorneys fees in such a case. This policy will pay for such attorneys' fees. It will protect our 36 employees, 7 board members and any volunteers while they are working on behalf of the library. It will not protect for intentional wrongdoing, but will protect for inadvertent or negligent acts or failures to act.

We could be sued for touching a child who is misbehaving in the library (the suit could say we committed battery and is a common one in schools). We could be sued if an employee answering a reference question gives an out-of-date answer. We could be sued because a child saw a picture of a naked person in a book and "was seriously harmed" by the sight. We could be sued for any number of reasons. Usually, a suit doesn't stop at naming the individual who acted. It names the library, individual board members, staff, etc. To protect everyone, this insurance is important.

Indiana has an immunity statute which protects board members, elected officials, and volunteers. This statute does NOT protect staff. I feel it is very important that staff also be protected from civil liability in suits such as those mentioned above.

Many libraries I polled recently have this insurance although none have needed to use it. Lake County Public Library decided not to obtain it; however, now that premiums have been drastically cut, they are again considering this insurance.

Both the KV and the Rensselaer Central School Corporations have this insurance. In fact, their superintendents said they would not do business without it and speculated that they might not get board members to serve without it. They *have* used their insurance often.

The County has \$5,000,000 Professional Liability insurance on all their elected officials. Carol does not believe they have used it since she has been auditor, although she might not know if the Sheriff's Office used it.

The National Casualty policy costs \$122 per year more than one of the other policies. However, the other policies carry a \$5,000 deductible, while the National Casualty policy carries a \$1,000 deductible. The National Casualty policy is also the only one which is a "pay on behalf of" policy rather than an "indemnity" policy. In an indemnity policy, we pay the bills and are reimbursed by the insurance company. In a "pay on behalf of" policy, the insurance company pays the bills. It's easier on our cash flow. Ed Dumas has agreed to attend our board meeting to answer any questions you may have. He was, incidentally, very impressed with the policy's coverage and cost.

Vote: To accept the quotation provided by Acordia of Central Indiana for Public Officials' Liability Insurance with a policy limit of \$1,000,000 per loss/annual aggregate, and a deductible of \$1,000 per loss, for an annual premium in the amount of \$2,183.

MEMORANDUM

Fall Staff Development Day

Summary: On Page R 13-R14 is an outline of what we want to accomplish on Friday, October 6, during our fall Staff Development Day. In order to cover all three topics, we will need a full day. I would like the Board to approve closing the library for the entire day on Friday, October 6.

Discussion: The Problem Patron issue is one the staff has repeatedly asked that we address. People on the "front line" need to know acceptable, effective ways of dealing with the situations with which they are confronted daily. We cannot put off confronting this problem any longer.

To further our long-range goal to meet patrons' information needs quickly, the planning task force recommended that we "allow time at Staff Development sessions for sharing of difficult (challenging) reference questions and feedback from staff on other possible search strategies, beginning at Fall Staff Development session 1995." They further recommended that we "contact St. Joseph's College Library to determine how our libraries can best access their government documents, how patrons may access government documents on their own and what documents are available by Feb. 1995."

It is not possible to discuss a major issue such as Internet (spring workshop) or Problem Patrons (fall workshop) and cover the other two topics in one morning.

Vote: To close the library on Friday, October 6, for an all day Staff Development Workshop.

Fall Staff Development Workshop Friday, October 6, 1995

1. Problem patrons

We will answer the following questions:

How do we handle discipline of children, complaints about library rules, irate patrons, children not picked up by library closing time, dangerous situations.

How do we handle the emotional stress we endure in these situations and how can we help staff accept the increasingly necessary and unpleasant role of discipliner.

Method:

A child specialist will speak about why children act certain ways and how best to deal with various types of behavior

A law enforcement official will help us understand from a legal and safety perspective when and how to call for help

Role playing and a discussion of library policies and procedures will help staff understand how to deal with specific situations encountered often in the library

A specialist in stress management will help staff understand and deal with the emotional drain which is a result of confronting discipline problems and conflict between staff and patrons.

2. **Search strategies for tough reference questions**

Staff have been recording reference questions which JCPL has not been able to answer. They will also be asked to keep a record of questions answered after a considerable search - and strategy used.

Discussion time will be given so staff may improve their searching abilities, pool their collective expertise, and determine areas where additional materials must be added to the collection to meet patron needs.

and/or

3. **Government documents**

St. Joseph's College is a depository for U.S. Government Documents, a rich source of reference material which is not well-understood by those who don't work with it daily.

A two hour session at the college will help our staff learn what documents are available, what information they contain, and how to more easily access them for our patrons' use. We will also learn when it is appropriate to guide patrons to access those documents on their own and when it is more appropriate for us to obtain the information for them.

JCPL FINANCIAL STATEMENT

MAY 31, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$249,824.80	\$266,984.63	\$68,955.81	\$338,426.84	\$192,120.57
Investments \$110,000.00						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Funds:						
DeMotte	\$2,362.04	\$274.00	\$314.00	\$0.00	\$32.96	\$2,643.08
Rensselaer	\$1,718.02	\$30.00	\$180.00	\$20.58	\$187.42	\$1,710.60
Wheatfield	\$714.28	\$0.00	\$0.00	\$0.00	\$8.06	\$706.22
Gift Fund	\$4,794.34	\$304.00	\$494.00	\$20.58	\$228.44	\$5,059.90
Bond & Interest Redemption Fund	\$128,832.99	\$61,711.56	\$61,711.56	\$0.00	\$0.00	\$190,544.55
Investments \$70,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments \$20,000.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Construction Fund	\$15,344.67	\$0.00	\$1,267.78	\$499.00	\$4,329.62	\$12,282.83
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	\$420.29	\$780.02	(\$44.72)
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$992.44)	\$828.91	\$1,754.12
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$311,840.36	\$330,457.97	\$68,903.24	\$345,718.83	\$432,925.44

{ CURRENT BANK BALANCES }
 DATE { 31 May 95 }

A1 {BANK ONE CHECKING }	B1 {	90689.12}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	12282.83}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	.00}
A4 {FIRST OF AMERICA BANK }	B4 {	36787.78}
A5 {DEMOTTE STATE BANK }	B5 {	54854.92}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	17148.33}
A7 {NBD BANK, N.A. }	B7 {	16024.16}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	5138.30}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	.00}
A10{CD #7900074936 }	B10{	.00}
A11{CD #7700834869 }	B11{	200000.00}
A12{ }	B12{	.00}
A13{ }	B13{	.00}
A14{ }	B14{	.00}
A15{ }	B15{	.00}

TOTAL	B16{	432925.44}

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 May 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
JUL 95	7700834869	FIRST OF AMER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	.00	
--TOTALS--				200000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 May 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 SEP 94	001-046-6211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
13 DEC 94	001-046-6212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	\$ 3236.11
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
28 APR 95	7900074936	FIRST OF AMER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	\$ 3864.51
--TOTALS--				600000.00				7100.62	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 May 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	16090.50	22639.50	42%
1.2	SALARY OF ASSISTANTS	381564.00	.00	381564.00	31632.82	149968.85	231595.15	39%
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2184.00	11050.60	15768.40	41%
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2833.85	13548.75	20592.25	40%
1.22	UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	.00	1376.41	-136.41	111%
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	10712.76	12505.24	46%
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	21.45	16340.45	640.00	3264.03	13076.42	20%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	275.15	1224.85	18%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	172.74	641.37	308.63	68%
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	71.97	1056.35	3443.65	23%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	.00	4000.00	249.01	1361.64	2638.36	34%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	2.05	17.95	10%
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	111.68	1473.18	1326.82	53%
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	10.49	212.09	437.91	33%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	300.00	.00	300.00	.00	36.78	263.22	12%
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	117.43	1926.11	2073.89	48%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	128.00	773.28	4226.72	15%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	2500.00	.00	2500.00	90.00	315.00	2185.00	13%
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	70.00	70.00	430.00	14%
3.21	TELEPHONE	25000.00	.00	25000.00	1746.50	8385.25	16614.75	34%
3.22	POSTAGE	7500.00	34.76	7534.76	655.20	2420.27	5114.49	32%
23	TRAVELING EXPENSE	4000.00	.00	4000.00	410.00	1089.50	2910.50	27%
4	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	492.96	2082.96	3917.04	35%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	.00	346.91	153.09	69%
3.32	OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13%
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42	OTHER INSURANCE	18000.00	.00	18000.00	.00	8640.00	9360.00	48%
3.51	GAS	27000.00	.00	27000.00	1465.60	8850.66	18149.34	33%
3.52	ELECTRICITY	57000.00	.00	57000.00	5241.05	17531.40	39468.60	31%
3.53	WATER	1600.00	.00	1600.00	111.00	352.20	1247.80	22%
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	100.97	734.95	2465.05	23%
3.61	BUILDING & STRUCTURES	16000.00	5665.00	21665.00	3262.10	10039.67	11625.33	46%
3.62	EQUIPMENT	4000.00	.00	4000.00	397.54	772.69	3227.31	19%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	129.75	120.25	52%
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	1800.00	.00	1800.00	.00	710.00	1090.00	39%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95	SERVICE CONTRACTS	10000.00	.00	10000.00	681.20	3058.87	6941.13	31%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	35000.00	.00	35000.00	2070.00	4576.25	30423.75	13%
1	LAND	.00	.00	.00	.00	.00	.00	0%
2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	1195.00	1613.00	10387.00	13%
4.51	BOOKS	113000.00	.00	113000.00	7906.63	35245.98	77754.02	31%
4.52	PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	301.00	12929.87	22111.98	37%
4.53	NONPRINTED MATERIALS	17000.00	.00	17000.00	1369.66	4413.41	12586.59	26%
	-TOTAL-	954071.00	5763.06	959834.06	68955.81	338426.84	621407.22	35%

CHANGES TO APPROPRIATION REPORT
DATE 31 May 95

Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

31 May 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	524.64	4416.97	499.00	3250.62	1166.35
	-TOTAL-	15344.67	1267.78	16612.45	499.00	4329.62	12282.83

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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 May 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	02562	JASPER COUNTY PUBLIC LIBRARY	100000.00	04 MAY 95	CD #79-0007493-6 MATURED
COR.ENTRY	02605	JASPER COUNTY PUBLIC LIBRARY	-200000.00	11 MAY 95	ENTERED WRONG FUNDS-COR.VOUC
DEBIT	02607	FIRST OF AMERICA BANK	5.00	11 MAY 95	CHARGE FOR RET'D NSF CHECK-S
COR. ENTR	02655	DUMAS, MORIARTY & DUMAS	-90.00	22 MAY 95	CORRECT VOUCHER #02511
004557	02585	BACHMAN, CAROL	458.31	10 MAY 95	PAYROLL
004558	02598	JUDY T. BAKKER	74.76	10 MAY 95	PAYROLL
004559	02583	MARLENE BEEDLE	298.42	10 MAY 95	PAYROLL
004560	02602	YVONNE J. BEEVER	728.97	10 MAY 95	PAYROLL
004561	02573	GLENDA BROWN	473.74	10 MAY 95	PAYROLL
004562	02577	RENEE CARR	352.40	10 MAY 95	PAYROLL
004563	02576	LYNN DAUGHERTY	1067.73	10 MAY 95	PAYROLL
004564	02582	JULIE EISELE	289.49	10 MAY 95	PAYROLL
004565	02567	CHARLOTTE FAGEN	612.09	10 MAY 95	PAYROLL
004566	02580	PAMELA FERBER	657.35	10 MAY 95	PAYROLL
004567	02588	GALLINA, KATHLEEN M.	551.70	10 MAY 95	PAYROLL
004568	02581	KIMBERLY GARWOOD	863.35	10 MAY 95	PAYROLL
004569	02596	MOLLY A. GATLIN	75.64	10 MAY 95	PAYROLL
004570	02603	HEATHER A. HOPP	91.55	10 MAY 95	PAYROLL
004571	02579	ROSE E. HOWARD	486.02	10 MAY 95	PAYROLL
004572	02586	GAIL M. JUNG	595.58	10 MAY 95	PAYROLL
004573	02599	ANGELA M. KARCH	74.76	10 MAY 95	PAYROLL
004574	02600	MAIA S. KINGMAN	130.55	10 MAY 95	PAYROLL
004575	02574	DIANA KOBY	128.50	10 MAY 95	PAYROLL
004576	02570	JOAN KOPANDA	359.70	10 MAY 95	PAYROLL
004577	02589	SHARON K. LEWIS	113.69	10 MAY 95	PAYROLL
004578	02594	LOEHRER, KAREN L.	362.84	10 MAY 95	PAYROLL
004579	02584	CAROL MITCHELL	405.51	10 MAY 95	PAYROLL
004580	02572	BONNIE POWELL	341.18	10 MAY 95	PAYROLL
004581	02568	SHARON SCHULENBERG	446.21	10 MAY 95	PAYROLL
004582	02575	EILEEN SPURGEON	56.52	10 MAY 95	PAYROLL
004583	02590	LYNN M. STALBAUM	77.39	10 MAY 95	PAYROLL
004584	02592	JACK STANDISH	348.58	10 MAY 95	PAYROLL
004585	02601	LORENE A. SUTTON	271.68	10 MAY 95	PAYROLL
004586	02569	JILL TACHIRIS	472.77	10 MAY 95	PAYROLL
004587	02595	NICOLE E. VIROK	31.77	10 MAY 95	PAYROLL
004588	02597	ELAINE WALING	43.43	10 MAY 95	PAYROLL
004589	02587	WEBSTER, RACHAEL D.	129.66	10 MAY 95	PAYROLL
004590	02578	WHITED, AMBER	229.56	10 MAY 95	PAYROLL
004591	02571	DIANE WIERS	488.87	10 MAY 95	PAYROLL
004592	02593	MARGARET M. WOODS	438.14	10 MAY 95	PAYROLL
004593	02591	LEANNE YORK	737.15	10 MAY 95	PAYROLL
004594	02626	BACHMAN, CAROL	510.59	25 MAY 95	PAYROLL
004595	02638	JUDY T. BAKKER	74.76	25 MAY 95	PAYROLL
004596	02624	MARLENE BEEDLE	334.68	25 MAY 95	PAYROLL
004597	02642	YVONNE J. BEEVER	728.97	25 MAY 95	PAYROLL
004598	02614	GLENDA BROWN	517.11	25 MAY 95	PAYROLL
004599	02618	RENEE CARR	403.41	25 MAY 95	PAYROLL
004600	02617	LYNN DAUGHERTY	1067.73	25 MAY 95	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004601	02623	JULIE EISELE	318.83	25 MAY 95	PAYROLL
004602	02608	CHARLOTTE FAGEN	612.09	25 MAY 95	PAYROLL
004603	02621	PAMELA FERBER	657.35	25 MAY 95	PAYROLL
004604	02629	GALLINA, KATHLEEN M.	551.70	25 MAY 95	PAYROLL
004605	02622	KIMBERLY GARWOOD	863.35	25 MAY 95	PAYROLL
004606	02636	MOLLY A. GATLIN	90.76	25 MAY 95	PAYROLL
004607	02643	HEATHER A. HOPP	87.80	25 MAY 95	PAYROLL
004608	02620	ROSE E. HOWARD	532.70	25 MAY 95	PAYROLL
004609	02627	GAIL M. JUNG	595.58	25 MAY 95	PAYROLL
004610	02639	ANGELA M. KARCH	89.71	25 MAY 95	PAYROLL
004611	02640	MAIA S. KINGMAN	109.76	25 MAY 95	PAYROLL
004612	02615	DIANA KOBY	207.98	25 MAY 95	PAYROLL
004613	02611	JOAN KOPANDA	402.71	25 MAY 95	PAYROLL
004614	02630	SHARON K. LEWIS	72.75	25 MAY 95	PAYROLL
004615	02635	LOEHRER, KAREN L.	392.24	25 MAY 95	PAYROLL
004616	02625	CAROL MITCHELL	691.52	25 MAY 95	PAYROLL
004617	02613	BONNIE POWELL	371.13	25 MAY 95	PAYROLL
004618	02609	SHARON SCHULENBERG	492.77	25 MAY 95	PAYROLL
004619	02616	EILEEN SPURGEON	56.52	25 MAY 95	PAYROLL
004620	02631	LYNN M. STALBAUM	77.39	25 MAY 95	PAYROLL
004621	02633	JACK STANDISH	379.23	25 MAY 95	PAYROLL
004622	02641	LORENE A. SUTTON	302.05	25 MAY 95	PAYROLL
004623	02610	JILL TACHIRIS	518.03	25 MAY 95	PAYROLL
004624	02644	AARON J. ULM	99.02	25 MAY 95	PAYROLL
004625	02637	ELAINE WALING	39.65	25 MAY 95	PAYROLL
004626	02628	WEBSTER, RACHAEL D.	122.29	25 MAY 95	PAYROLL
004627	02619	WHITED, AMBER	255.75	25 MAY 95	PAYROLL
004628	02612	DIANE WIERS	488.87	25 MAY 95	PAYROLL
004629	02634	MARGARET M. WOODS	474.47	25 MAY 95	PAYROLL
004630	02632	LEANNE YORK	737.15	25 MAY 95	PAYROLL
013786	02487	A.E. BOYCE CO., INC.	160.29	08 MAY 95	IMPRINTED 3-PART PURCHASE OR
013787	02488	ACE HARDWARE	24.74	08 MAY 95	JANITORIAL SUPPLIES
013788	02489	ACORDIA PERSONAL BENEFITS, I	1355.63	08 MAY 95	QTLY INS. PREMIUMS-WIERS,LOE
013789	02490	AMERICAN LIBRARY ASSN	17.50	08 MAY 95	BOOK-TECH. SERVICES DEPT.
013790	02491	ASSOCIATED LIBRARIES, INC.	32.29	08 MAY 95	BOOKS
013791	02492	AUDIO EDITIONS	24.00	08 MAY 95	AUDIO TAPES
013792	02493	AVC CORPORATION	382.00	08 MAY 95	PANASONIC #3124 PRINTER-ADM.
013793	02494	BAKER & TAYLOR	67.19	08 MAY 95	CONTINUATION BOOKS
013794	02495	BAKER & TAYLOR	5891.96	08 MAY 95	BOOKS,CASSETTES,& GIFT FUND
013795	02496	BEN FRANKLIN	49.46	08 MAY 95	VIDEOS
013796	02497	BETTY A. HUFF (PAS-TIME BOO	86.31	08 MAY 95	BOOKS
013797	02498	CAROL BACHMANL	35.75	08 MAY 95	MILEAGE
013798	02499	CD ONE STOP	566.29	08 MAY 95	CD's
013799	02500	CHARLOTTE FAGEN	53.60	08 MAY 95	EDUCATIONAL TOYS, CH. NOTEBO
013800	02501	CIALSA	9.00	08 MAY 95	BUDGET CLINIC 5/23/95, EGAN,
013801	02502	CIRCLE "R" MECHANICAL, INC.	899.55	08 MAY 95	REPLACED ACTUATOR & SERV. CA
013802	02503	COAST TO COAST	15.07	08 MAY 95	BATTERIES, CORDUCT,ETC.
013803	02505	COLUMBIA PARK ZOO	65.00	08 MAY 95	CH.PROGRAM SUMMER READING SP

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013804	02506	CROWN COMPUTER	55.00	08 MAY 95	REPAIRS TO COMPUTER
013805	02507	CROWN POINT COMMUNITY LIBRAR	90.00	08 MAY 95	NILBA DINNER & MTG.-EGAN,LAW
013806	02508	CUSTOM LAWN CARE	215.00	08 MAY 95	SNOW REMOVAL-RENS.
013807	02509	DEMCO	35.07	08 MAY 95	CATALOG CARDS,ORDER SLIPS,BK
013808	02510	DISCOUNT WIRING MATERIALS, I	107.10	08 MAY 95	FLUORESCENT BULBS
013809	02511	DUMAS, MORIARTY & DUMAS	90.00	08 MAY 95	LEGAL CONSULTATIONS
013809	02656	DUMAS, MORIARTY & DUMAS	90.00	22 MAY 95	LEGAL CONSULTATIONS/SERVICES
013810	02512	EDUCATORS PROGRESS SERVICE,	42.90	08 MAY 95	BOOK
013811	02513	ENTRE COMPUTER CENTER	925.50	08 MAY 95	CD-ROM DISK DRIVE & REMOVED
013812	02514	FAS-TRACK COMPUTER PRODUCTS	78.00	08 MAY 95	CD CADDIES
013813	02515	FILIP INC.	157.32	08 MAY 95	PAPER TOWELS,CLEANERS, M-FOL
013814	02516	GALE RESEARCH INC.	836.51	08 MAY 95	BOOKS
013815	02517	GAYLORD BROS.	50.00	08 MAY 95	QUICK REFERENCE CARDS
013816	02518	GROLIER PUBLISHING COMPANY	63.60	08 MAY 95	BOOKS
013817	02519	H. W. WILSON COMPANY	200.00	08 MAY 95	READER'S GUIDE SUBSC.-TO 6/9
013818	02520	HERITAGE OFFICE PRODUCTS, IN	194.27	08 MAY 95	TYPEWRITER REPAIRS-WH.;CORR.
013819	02521	HIGHBRIDGE COMPANY	111.57	08 MAY 95	DVS TAPES
013820	02522	HP PRODUCTS CORP.	66.95	08 MAY 95	JANITORIAL SUPPLIES
013821	02523	INCOLSA	150.00	08 MAY 95	INTRO TO INTERNET WORKSHOP-K
013822	02524	IND. DEPT. OF FIRE & BUILDIN	60.00	08 MAY 95	BOOKS
013823	02525	INDIANA JIM'S LOCKERY	40.00	08 MAY 95	ADJUSTMENT TO FRONT DOORS-DE
013824	02526	JILL TACHTIRIS	66.50	08 MAY 95	MILEAGE & PARKING
013825	02527	KAREN LOEHRER	62.25	08 MAY 95	MILEAGE & VIDEO
013826	02528	LODS COMMUNICATIONS	800.90	08 MAY 95	DATA LINES & LONG DISTANCE
013827	02529	LIBRARY VIDEO COMPANY	189.58	08 MAY 95	VIDEOS
013828	02530	LYNN DAUGHERTY	567.57	08 MAY 95	MILEAGE, BOOKS, PROF.MTG.,PO
013829	02531	MARGE HOHNER	13.00	08 MAY 95	MILEAGE-APRIL BD. MTG.
013830	02532	MIDWEST LIVING	14.95	08 MAY 95	BOOK
013831	02533	MONTGOMERY KONE,INC.	385.55	08 MAY 95	ELEVATOR REPAIRS
013832	02534	MOYER BOOK SALES	188.50	08 MAY 95	BOOKS
013833	02535	NIPSCO	2336.51	08 MAY 95	UTILITIES-DEMOTTE-MARCH 1995
013834	02536	NORTHWESTERN INDIANA TELEPHO	121.06	08 MAY 95	TELEPHONES-DEMOTTE-MAY 1995
013835	02537	PAM FERBER	5.50	08 MAY 95	MILEAGE
013836	02538	PEGGY WOODS	17.75	08 MAY 95	MILEAGE
013837	02539	PENNINGA SALES & SERVICE	60.04	08 MAY 95	SERVICING & REPAIRS -LAWN MO
013838	02540	PERSONNEL CONCEPTS LIMITED	12.45	08 MAY 95	LABOR LAW POSTERS
013839	02542	PHILIP HOWARD	60.00	08 MAY 95	LAWN & BLDG. CARE
013840	02543	POSTMASTER GENERAL	653.00	08 MAY 95	2000-32 CENT,100-10 CENT,100
013841	02544	PRECISION CONTROL SYSTEMS, I	3149.00	08 MAY 95	MTNCE CONTRACT; REPAIRS TO C
013842	02545	QUILL	65.30	08 MAY 95	CONST.PAPER,COMP.RIBBONS,DRY
013843	02546	REED REFERENCE PUBLISHING	243.88	08 MAY 95	BIP SUPPLEMENT
013844	02547	REVCO D.S., INC.	24.00	08 MAY 95	NEWSPAPERS-MARCH & APRIL-DEM
013845	02548	ROHAN SERVICE AGENCY OF SO.B	583.00	08 MAY 95	DETERMINE REPAIRS & INSPECT
013846	02549	SCARECROW PRESS	77.00	08 MAY 95	VOYA SUBSCRIPTION-THRU 4/97-
013847	02551	SECURITY COURIERS CORP.	681.20	08 MAY 95	TRANSPORT SERV-3/31 TO 4/21/
013848	02552	SELECTVIDEO	110.15	08 MAY 95	VIDEOS
013849	02553	SUNSET PUBLICATIONS, INC.	96.61	08 MAY 95	AUDIO CASSETTES
013850	02554	TIME WARNER VIEWER'S EDGE	89.55	08 MAY 95	VIDEOS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013851	02555	TIME-LIFE EDUCATION	15.18	08 MAY 95	BOOK
013852	02556	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	08 MAY 95	DEMOTTE LIB. SEWER SERV.-MARC
013853	02557	WAL-MART STORES, INC.	118.34	08 MAY 95	VIDEOS, BATTERIES, BAND-AIDS
013854	02558	WILCO PICK & SAVE	14.96	08 MAY 95	RENS. CHILD.-MEXICAN WORLD TO
013855	02560	YVONNE BEEVER	58.59	08 MAY 95	MILEAGE & PROF. MEETING
struction 013856	02561	GREENE'S FURNITURE	499.00	08 MAY 95	ROCKER FOR CHILDREN'S AREA-R
013857	02563	TEETERS CULLIGAN	34.70	08 MAY 95	MAY WATER COOLER RENTAL & WA
013858	02564	BANK ONE	4342.18	10 MAY 95	FICA & FED TAX LESS EIC WITH
013859	02565	INDIANA DEFERRED COMPENSATIO	135.00	10 MAY 95	WITHHELD FROM 10 MAY 95 PAYR
013860	02566	UNITED TELEPHONE COMPANY	598.38	10 MAY 95	MAY TELEPHONE-RENSSELAER
013861	02604	JASPER COUNTY PUBLIC LIBRARY	200000.00	11 MAY 95	60 DAY CD PURCHASE
013861	02606	JASPER COUNTY PUBLIC LIBRARY	200000.00	11 MAY 95	PURCHASE CD
013867	02645	BANK ONE	4733.00	25 MAY 95	FICA & FED. TAX WITHHELD LES
013868	02647	INDIANA DEFERRED COMPENSATIO	135.00	25 MAY 95	WITHHELD FROM 25 MAY 95 PAYR
013869	02648	INDIANA DEPARTMENT OF REVENUE	1551.21	25 MAY 95	STATE & COUNTY TAX WITHHELD
013870	02649	AMERICAN LIBRARY ASSOCIATION	162.00	25 MAY 95	ALA ANNUAL CONFERENCE-BACHMA
013871	02650	CHICAGO IS..., INC.	44.00	25 MAY 95	ALA CONFERENCE TOURS-LEESTMA
013872	02651	CITY OF RENSSELAER	2183.20	25 MAY 95	RENSSELAER UTILITIES-APRIL 1
013873	02652	NIPSCO	2314.39	25 MAY 95	WHEATF. & DEMOTTE UTILITIES-A
013874	02653	TOWN OF WHEATFIELD SEWER WOR	41.05	25 MAY 95	JUNE SEWAGE-WHEATFIELD
013875	02654	UNITED TELEPHONE COMPANY	226.16	25 MAY 95	WHEATFIELD TELEPHONE-MAY 199

--TOTAL AMOUNT OF CLAIMS-- 368903.24

Transferred \$25288.23 from Bank One To First Of America Bank to satisfy State Depository Laws. (Ck. #013862)
 Transferred \$36614.07 from Bank One to DeMotte State Bank to satisfy State Depository Laws. (Ck. #013863)
 Transferred \$12914.69 from Bank One to Indiana Federal Bank for Savings to satisfy State Depository Laws. (Ck. #013864)
 Transferred \$12137.82 from BANK ONE to NBD Bank, N.A. to satisfy State Depository Laws. (Ck. #013865)
 Transferred \$ 3890.07 from Bank One to First Federal Savings Bank to satisfy State Depository Laws. (Ck. #013866)

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 368903.24. Dated 12 JUN 95.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

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Receipt Breakdown

May 31, 1995

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,208.06	\$10,302.36
DeMotte	\$675.60	\$3,738.72		
Rensselaer	\$976.56	\$4,374.40		
Wheatfield	\$555.90	\$2,189.24		
PHOTOCOPIES.....			\$586.10	\$3,177.34
DeMotte	\$178.75	\$1,152.70		
Rensselaer	\$298.80	\$1,537.94		
Wheatfield	\$108.55	\$486.70		
CARDS.....			\$54.00	\$403.00
DeMotte	\$12.50	\$174.00		
Rensselaer	\$40.50	\$208.00		
Wheatfield	\$1.00	\$21.00		
INTEREST.....			\$694.57	\$6,149.67
TAXES.....			\$240,545.22	\$240,545.22
Property Tax	\$86,434.22	\$86,434.22		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$140,608.50	\$140,608.50		
Local Option/Property Tax Repl.	\$13,502.50	\$13,502.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$5,736.85	\$6,407.04
B&T - Book Lease Postage	\$0.00	\$87.61		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg.Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$0.00	\$21.45		
Bldg.Insurance Claims/Refunds	\$5,695.00	\$5,695.00		
A&R News Agency-Chgo.Trib.Ref	\$41.85	\$41.85		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$249,824.80	\$266,984.63
PLAC FUND.....			\$0.00	\$0.00
GIFT FUNDS.....			\$304.00	\$494.00
DeMotte	\$274.00	\$314.00		
Rensselaer	\$30.00	\$180.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$61,711.56	\$61,711.56
Property Tax	\$61,711.56	\$61,711.56		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$1,267.78
Interest Earned	\$0.00	\$524.64		
Bldg.Contractor-Reimbursement	\$0.00	\$743.14		
TOTAL RECEIPTS - ALL FUNDS.....			\$311,840.36	\$330,457.97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013876	02657	ABC SCHOOL SUPPLY INC.	25.42	12 JUN 95	SUMMER READING MATERIALS-REN
013877	02658	ACE HARDWARE	17.43	12 JUN 95	SCRUB BRUSH, DUSTER, MOP HAN
013878	02659	ACORDIA PERSONAL BENEFITS, I	499.90	12 JUN 95	QTLY. INS. PREMIUM-HOWARD,GA
013879	02660	AFFORDABLE COMMUNICATIONS	158.70	12 JUN 95	PHONE REPAIRS, CORDS - T.S.
013880	02661	AUDIO EDITIONS	233.65	12 JUN 95	BOOKS ON CASSETTES
013881	02662	AUSTIN BOOK SALES	106.12	12 JUN 95	BOOKS
013882	02663	AVC CORPORATION	188.00	12 JUN 95	SERVICE AGREEMENT-FIN.COMPUT
013883	02664	BAKER & TAYLOR ENTERTAINMENT	621.08	12 JUN 95	CONTINUATIONS & VIDEOS
013884	02665	BAKER & TAYLOR	2830.90	12 JUN 95	BOOKS,GIFT BOOKS,PRIZE BOOKS
013885	02666	BAY AREA FACTORS	147.25	12 JUN 95	VIDEOS
013886	02667	BEN FRANKLIN	9.00	12 JUN 95	VIDEO
013887	02668	BEST WESTERN RIVER NORTH HOT	90.00	12 JUN 95	ALA HOTEL DEPOSIT (6/23-6/28
013891	02669	CAROL BACHMAN	31.50	12 JUN 95	MILEAGE
013892	02670	CD ONE STOP	214.95	12 JUN 95	COMPACT DISCS
013893	02671	CHARLOTTE FAGEN	15.00	12 JUN 95	MILEAGE
013894	02672	CHICAGO TRIBUNE	134.61	12 JUN 95	NEWSPAPER SUBS.-RENS TO 6/17
013895	02673	CIRCLE "R" MECHANICAL, INC.	123.00	12 JUN 95	REPAIRS TO DEMOTTE HTG/A.C.
013896	02674	COAST TO COAST	20.05	12 JUN 95	FAN BELT,PICTURE GLASS & HAR
013897	02675	COLUMBIA PARK ZOO	237.50	12 JUN 95	CHILD.SUMMER READING PROG/SP
013898	02676	COURTYARD BY MARRIOTT	162.70	12 JUN 95	ILF HOTEL ACCOMMODATIONS-DAU
013899	02677	CRITICS' CHOICE VIDEO	129.76	12 JUN 95	VIDEOS
013900	02678	CUSTOM LAWN CARE	815.00	12 JUN 95	LAWN CARE-APRIL & MAY-RENS.
013901	02679	DIANA KOBY	70.50	12 JUN 95	MILEAGE
013902	02681	DIANE WIERS	11.05	12 JUN 95	SUMMER READING PRIZE BOOK
013903	02682	EDUCATIONAL RESOURCES	139.99	12 JUN 95	BOOK/CASSETTES
013904	02683	FAGEN PHARMACY	8.19	12 JUN 95	CARDS-DEMOTTE
013905	02684	FASE'S	50.40	12 JUN 95	REDOUT FOR WATER SOFTNER
013906	02685	FILIP INC.	146.67	12 JUN 95	TRASH BAGS,M-FOLDS,PAPER TOW
013907	02686	GAIL JUNG	17.52	12 JUN 95	MILEAGE & BUDGET WORKSHOP
013908	02687	GAIL JUNG	43.76	12 JUN 95	RENS. PETTY CASH
013909	02688	GAIL JUNG	24.35	12 JUN 95	DEMOTTE PETTY CASH
013910	02689	GAIL JUNG	17.62	12 JUN 95	WHEATFIELD PETTY CASH
013911	02690	GROLIER EDUCATIONAL CORPORAT	1219.00	12 JUN 95	ENCY.AMERICANA
013912	02691	GROLIER PUBLISHING COMPANY	143.70	12 JUN 95	BOOKS
013913	02692	HP PRODUCTS CORP.	356.60	12 JUN 95	VAC.BRUSHES,PLAZA,T.P.,STRIO
013914	02693	INDIANA HISTORICAL SOCIETY	43.75	12 JUN 95	BOOKS
013915	02694	INFORMATION PLUS	294.07	12 JUN 95	STANDING ORDER-BOOKS
013916	02695	INGRAM	12.04	12 JUN 95	AUDIO CASSETTE
013917	02696	INTERNET WORLD	14.97	12 JUN 95	MAGAZINE SUBSC.-TO JUNE 1996
013918	02697	KIMBERLY GARWOOD	16.50	12 JUN 95	MILEAGE
013919	02699	KIMBO EDUCATIONAL INC.	14.45	12 JUN 95	CASSETTE
013920	02700	KNOWLEDGE PRODUCTS	39.90	12 JUN 95	VIDEOS
013921	02701	LDDS COMMUNICATIONS	941.56	12 JUN 95	DATA LINES & LONG DISTANCE S
013922	02702	LEANNE YORK	179.97	12 JUN 95	MODEM
013923	02703	LIBRARY VIDEO COMPANY	68.85	12 JUN 95	VIDEOS
013924	02704	LORI SUTTON	48.50	12 JUN 95	MILEAGE TO INCOLSA
013925	02705	LYNN DAUGHERTY	241.35	12 JUN 95	MILEAGE, AUDIO TAPES, PROF.
013926	02706	MANUFACTURERS' NEWS, INC.	292.25	12 JUN 95	BOOKS

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

06 Jun 95

PAGE 3

	Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
Construct.	013975	02757	DEMCO	329.03	12 JUN 95	BEAN BAG CHAIR,GLOBE-RENS. B (only \$122.59-Constr)
Fund	013976	02758	T.C.& M., INC.	2004.12	12 JUN 95	DEM.POLE LIGHT-DEMOTTE BLDG.

--TOTAL AMOUNT OF CLAIMS-- 31098.74

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 31098.74. Dated 12 JUN 95.

_____	_____
_____	_____
_____	_____
_____	_____

CIRCULATION BY ITEM FINE CODE
May 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	56	34	27	117
100 (1)	54	71	34	159
200 (2)	38	43	10	91
300 (3)	185	271	79	535
400 (4)	7	7	0	14
500 (5)	72	73	37	182
600 (6)	475	416	216	1107
700 (7)	166	235	75	476
800 (8)	29	61	12	102
900 (9)	132	210	68	410
B (10)	84	144	33	261
j000 (11)	12	15	1	28
j100 (12)	9	10	10	29
j200 (13)	11	10	8	29
j300 (14)	62	78	38	178
j400 (15)	13	10	0	23
j500 (16)	138	279	95	512
j600 (17)	94	88	11	193
j700 (18)	108	240	41	389
j800 (19)	15	14	9	38
j900 (20)	61	170	27	258
jB (21)	39	30	27	96
FIC (22)	1136	1497	416	3049
yaFIC (23)	34	67	24	125
LARGE PRINT (24)	46	57	23	126
jFIC (25)	223	396	77	696
jE (26)	953	1019	424	2396
jER (27)	273	149	41	463
Magazines (28)	748	494	259	1501
Games/Toys (29)	2	9	0	11
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	73	151	52	276
jCassettes (33)	48	77	26	151
Compact Discs (34)	116	188	153	457
jCompact Discs (35)	2	2	0	4
Sound Recordings (36)	2	14	9	25
jSound Recordings (37)	0	10	2	12
Software (38)	0	0	0	0
Vertical File (39)	135	211	2	348
Equipment (40)	0	4	0	4
yapFIC (41)	217	158	84	459
jpFIC (42)	201	160	37	398
Reference (43)	30	39	15	84
Genealogy (44)	0	0	0	0
jMagazines (45)	41	8	30	79
VHS (46)	425	597	342	1364
Free reads	396	460	224	1080
Puzzles				0
Talking books		6		6
Assignment shelf books				0
TOTAL	6961	8282	3098	18341

JULY

AGENDA

**Jasper County Public Library Board of Trustees
Monday, July 10, 1995, 7:00 PM
Rensselaer**

Monthly Meeting

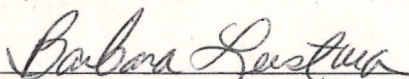
	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance (R 7)	
D. Policy committee recommendations (R 12)	Action
E. Portage Adult Education (R 11, R13)	Action
<u>General Business</u>	
A. 1996 Budget (R 11, R 15-23)	Action
B. Board/Staff Picnic (R 12)	Discussion
<u>Director's Report</u> (R 9 - 12)	Information
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

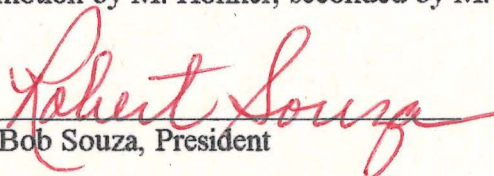
Minutes.....June 12, 1995
Monthly Meeting of the Jasper County Public Library Board of Trustees 7:00 PM
Rensselaer Library

Present: Miriam Lawyer, Barbara Leestma, Bob Souza, Marge Hohner, Lynn Daugherty.
Anne-Marie Egan, Wil Doty and Mary Linda Casey were not in attendance.

1. AGENDA: Agenda format was approved on a motion by M. Hohner, seconded by M. Lawyer.
2. CONSENT AGENDA: M. Lawyer moved to approve the Consent Agenda which included the Minutes, Bills and Financial Reports, Salary Ordinance, Long Distance Satellite Learning Grant approval and Policy Committee recommendations. B. Leestma seconded the motion. Motion carried.
3. PUBLIC OFFICIALS & EMPLOYEES INSURANCE: Ed Dumas, board attorney, explained the reasons for his firm's recommendation that the library obtain Public Officials & Employees Insurance. On a motion by M. Lawyer, seconded by M. Hohner, the board unanimously approved accepting the quotation of National Casualty Co., through Acordia of Central Indiana, for said insurance at an annual cost of \$2,183.
4. RECIPROCAL BORROWING: On a motion by M. Hohner, seconded by M. Lawyer, the board agreed to sign the Indiana reciprocal borrowing agreement and approved loaning books and periodicals to patrons in good standing from any Indiana public library which has also signed the agreement.
5. FALL STAFF DEVELOPMENT DAY: On a motion by B. Leestma, seconded by M. Lawyer, the board approved closing the JCPL libraries on two consecutive Friday mornings from 8:00 AM to 11:30 AM so that the staff could participate in an in-depth workshop on dealing with difficult patrons and on improving reference skills.
6. BOARD/STAFF PICNIC: The Board expressed their continued desire to have a staff/board family picnic this summer. They suggested that the staff make the decisions concerning location, date and menu and let the board know what they need from them.
7. NILBA DINNER: The Board reiterated its desire to host the next NILBA dinner and suggested the Strongbow Inn as the site, in lieu of the lack of local restaurants with large banquet facilities.

The meeting was adjourned at 8:05 PM on a motion by M. Hohner, seconded by M. Lawyer.


Attest: Barbara Leestma, Secretary


Bob Souza, President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
June 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5368	5677	2249	13294
Added this month	189	167	39	395
Withdrew this month	85	101	12	198
Total registered	5472	5743	2276	13491
Non-resident, paying	31	35	0	66
PLAC card users	0	4	0	4
Reciprocal borrowers	119	61	2	182
XX				
INTRALIBRARY LOANS FILLED	215	115	95	425
LOCAL HISTORY				
In person	5	29		34
Letters written		4		4
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	12	156	47	215
Computer software used	12	171	51	234
VCR Use			1	1
Microforms		54		54
Typewriter use	5	2	3	
XX				
INTERLIBRARY LOANS				
Requests made for:	44	25	13	82
Items rec'd for:	25	22	9	56
Items outstanding:	19	3	4	26
Items from Indiana libraries	16	11	7	34
Items requested by other libraries		3		3
Items supplied to other libraries		3		3
Info requests answr'd for other libraries				0
Info sent to other libraries				0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
June 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	23	7	8	38
Number attending	1004	402	220	1626
YA Programs (14-17)	2			2
Number attending	17	26		43
Adult Programs		2		2
Number attending	23	37		60
Senior Citizen Programs				0
Number attending		9		9
TOTAL NO. OF PROGRAMS	25	9	8	42
TOTAL PERSONS ATTENDING	1044	474	220	1738

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	0.2%	-1.1%	-16.2%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	31153	44985	23508
Total Titles Owned	29111	41321	21429
Daily Avg Circulation	449	341	134
XX			
MONTHLY SYSTEM STATISTICS	1994	1995	% change
Circulation	26483	23701	-11%
Jan. to date circulation	131192	134936	3%

CIRCULATION BY PATRON CODE
June 1995

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	652	6.0%	883	10.9%	366	10.9%	1901	8.5%
Adult Female (1)	5508	50.4%	3956	48.9%	1632	48.4%	11096	49.5%
Juvenile 0-11 (2)	3297	30.2%	1716	21.2%	931	27.6%	5944	26.5%
YA 12-17 (3)	605	5.5%	351	4.3%	318	9.4%	1274	5.7%
Nonresident No Fee (4)	179	1.6%	356	4.4%	18	0.5%	553	2.5%
Board/Staff (5)	314	2.9%	399	4.9%	103	3.1%	816	3.6%
School (6)	0	0.0%	56	0.7%	0	0.0%	56	0.3%
St. Joseph College (7)	0	0.0%	10	0.1%	0	0.0%	10	0.0%
State Library Card (8)	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Nonresident Fee (9)	135	1.2%	192	2.4%	0	0.0%	327	1.5%
Corporate (10)	0	0.0%	15	0.2%	0	0.0%	15	0.1%
Reciprocal (11)	241	2.2%	158	2.0%	3	0.1%	402	1.8%
Total	10931		8094		3371		22396	
Total items borrowed by nonresidents	555	5.1%	774	9.6%	21	0.6%	1350	6.0%

WHEATFIELD COLLECTION

MONTH
END

[illegible]

XX

ADULT BOOKS
Fiction
Nonfiction

CHILDREN'S BKS
Fiction
Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

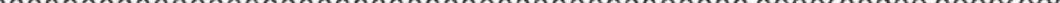
2	2	2	2	388	176	388	176	3	3	3	3	GRAPHIC MAT'L
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0 0 0 0 0 0 0 0 0 0 0 0 MICROFORMS

872	743	872	743	1929	1385	1930	1386	1256	1119	1256	1119	SOUND REC.,ADULT
108	108	108	108	145	145	145	145	31	31	31	31	SOUND REC., CH
5	2	5	2	15	10	15	10	3	3	3	3	CD ROM SOFTWARE
4	2	4	2	90	26	90	26	112	57	112	57	SOFTWARE

656	631	660	635	821	796	831	806	573	535	578	540	VHS
0		0	0	0		0	0			0	0	EQUIPMENT

31000	28958	31153	29111	44876	41212	44985	41321	23416	21337	23508	21429	TOTAL
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------



Salary Changes -- July 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Gatlin, Mollie	Page	\$4.40	\$2,262.00	10	D
Kros, Diane	Specialist 2	\$8.08	\$16,806.40	40	W
Sutton, Lorene	Clerk	\$4.50	\$7,087.50	35	R 2/28/95-7/14/95

Explanation: The change in Molly's wage is her first year step increase. Diane's change is a name change (Wiers to Kros). Lori is resigning.

Miriam Sawyer
Agnes Marie Egan
Robert Louis
William D. Doty

Barbara Lester

ANNUAL LEASE AGREEMENT

1. The parties involved in this lease agreement are:

Lessee: Portage Adult Education, 5391 Central Avenue , Portage, IN 46368 and Lessor: Jasper County Public Library, 208 W. Susan Street, Rensselaer, IN 47978.

The terms of this lease will commence on August 28, 1995, and will end on June 17, 1996. However, either party has the option to terminate the lease provided that thirty (30) days of intent is given. In the event funding for DeMotte Adult Learning Center should be drastically reduced or eliminated, the 30 day notice would be waived.

2. The lessor agrees to provide heat, lights and water within reasonable limitations.

3. The lessee agrees to use the premises in a careful and proper manner and to keep the facilities used by the learning center in a safe and clean condition. Furthermore, the learning center personnel will, at the end of each day's use, return the facilities to the condition in which they found them. Telephone and other equipment or supplies will be removed to the designated storage space at the end of each day's use.

4. Permission granted by the lessor for use of space does not include any facilities other than those named. The designated spaces are the East Meeting Room and Storytime Room of the DeMotte Public Library, and a library storage area designated by the DeMotte Library staff. The West Meeting Room may be used when it is not already reserved by another group. The meeting room may be used only on the days and during the hours stated: Monday and Thursday, 8 AM-2:30 PM and Tuesday evening 5 PM-9 PM. Tuesday evening use may extend later than 9 PM. The Storytime Room may be used for new student registration, Thursday, 2:30 PM-5:30 PM.

The Library's furniture and equipment may not be moved from room to room without permission.

The Library will furnish a mail slot in their workroom for the Adult Learning Center. They will not, however accept packages mailed to the Learning Center at the Library's address. The Library will take no phone messages. Callers will be given the Learning Center's phone number and hours.

5. The Lessee shall during the period of use and occupancy of the above leased premises, hold the lessor harmless, from any loss or injury occasioned by the use of the leased premises by the lessee; provided that any such loss or injury to the lessor must be a direct or proximate result of the use of the leased premises by the lessee.

6. The lessee will be responsible for all installation fees which occur in establishing an outside telephone line for the learning center. In addition, the lessee will pay all monthly charge for the phone.

BUDGET EXPLANATION

July 1995

1 Personal Services: I assumed the Board would not increase their monthly health insurance payments.

No new positions have been added in the budget shown on R 15A, R 17 and R 19A. I did not add a part-time computer specialist position as suggested in the Long Range Plan. I see that more of our present staff is becoming computer literate and feel that filling this position *could* be delayed another year.

However, it would be beneficial and economical to have someone on staff with expertise to help us in our planning and purchasing and in maintaining and using our computers and software to the fullest. This person could help train both staff and the public.

We could, if you choose, put money in the budget to hire such a person. Total personnel costs for a 10 hr a week computer specialist at \$7.05 per hour = \$3994.11. This money could be shifted from the equipment budget.

Page R 15B and R 19B are the first and last pages of the budget *with* a computer specialist added. The budget *total* does not change; only the equipment and personal services budgets change.

2.23 Other operating supplies: Fluorescent lights are a *big* expense just now, as the original lights are wearing out all at once. We are buying inexpensive bulbs as replacements, since our budget won't support the purchase of large quantities of the longer-lasting bulbs. Next year, we will begin to purchase the better quality bulbs.

2.42 Automation supplies: Our biggest purchases, bar codes and library cards are generally only purchased every *other* year. This causes the up and down fluctuation in the automation supply budget.

3.21 Telephone: We are adding money to this account to support the addition of Internet connections at our libraries.

3.61 Building/Structure repairs: We have had many building repair bills this year. We hope these problems are soon solved, but I want to be prepared, in case.

3.94 Transfer to LIRF. Last year we put only \$6,000 in LIRF. This year I am recommending that we put \$40,000 in that fund.

4.4 Furniture/Equipment: This will be used primarily as follows:

DeMotte: paperback rack, hand truck, tabletop display unit for Indiana room photos

Rensselaer: CD ROM workstations for genealogy and children's areas

Wheatfield: IBM-compatible computer workstation for public; a copier if present one wears out.

I have also added some money for improvements to the automated system, should we decide to make changes. If we hire the computer specialist, we cannot afford to improve the automated system *and* make *all* the changes above in 1996.

4.5 **Books:** 10% increase over 1995's budgeted amount, 27% more than 1994's budgeted amount. Only in 1993 did we budget more for books. Our *total* budget for materials is \$1,000 more than it was in 1993.

Comparison With Other Libraries

Average % of budget spent in Indiana libraries in 1994 for Personal Services: 59%

(Amount spent at JCPL for personal services = 59%)

Average % of budget spent in Indiana libraries in 1994 for Materials: 18%

(Amount spent at JCPL for materials = 17%)

Note: We spend a larger portion of our total budget for supplies (2) and other services/charges (3) than do the five other Indiana libraries with similar budgets, population and number of branches. However, the total square footage of our buildings is much higher than 4 of those library systems:

Seymour: 3 libraries, 30,00 square feet total

Goshen: 1 library, 45,120 square feet

Bluffton: 3 libraries, 28,526 square feet

JCPL: 3 libraries, 40,300 square feet

Plainfield: 1 library, 24,875 square feet

Chesterton: 2 libraries, 31,800 square feet

CASH FLOW

Actual money in bank, June 30, 1995: \$324,484

Expected Receipts 7/95 to 12/95: \$288,767(prop. taxes) + \$202,397*(misc. revenues) = \$491,164.

Expected disbursements to 7/1/95 - 12/31/95: \$470,233 **

Expected cash balance 1/1/96: \$345,415*

Expected monthly disbursements, 1996: \$81,458 (92% of budget, divided by 12)

Expected miscellaneous receipts to May 15, 1996: \$19,305(used figures from 1995)

Operating balance will fund our budget (\$977,493) until: CAGIT money comes in May.

Total expected receipts in 1996: \$353,500* (misc. rev.) + \$613,798(taxes) = \$967,298**

Total expected disbursements in 1996: \$977,493

Expected operating balance 12/31/96: \$335,220

*** This is an estimate. Actual figure will be higher.**

**** This may be lower.**

1996 Budget Comparisons

	1993 Budget	1994 Budget	1994 Disbursed	1995 Adjusted Budget	1995 Projected Expenses to Dec. 31, '95	1996 Budget	% of Total '96 budget
1 PERSONAL SERVICES							
1.1 Salaries and wages							
1.11 Salary of librarian	36684	\$37,606	\$37,568	\$38,730	\$38,617	\$39,915	
1.12 Salary of Assistants	328767	\$374,642	\$358,662	\$381,564	\$375,000	\$414,220	
1.13 Wages of Janitor	12909	\$17,056	\$15,712	\$26,819	\$26,521	\$28,785	
1.2 Employee benefits							
1.21 Employer: FICA	28944	\$32,893	\$31,514	\$34,141	\$34,000	\$36,943	
1.22 Unemployment Comp	2270	\$1,224	\$951	\$1,240	\$2,700	\$2,789	
1.23 Employer: PERF	19951	\$22,277	\$21,193	\$23,218	\$25,711	\$22,394	
1.24 Employer: Group Insur.	2500	\$12,000	\$1,550	\$16,340	\$8,500	\$14,400	
1.3 Other personal services							
1.31 Other personal services	2000	\$1,500	\$676	\$1,500	\$660	\$1,000	
Total Personal Services	\$434,025	\$499,198	\$467,825	\$523,552	\$511,710	\$560,447	53%
2 SUPPLIES							
2.1 Office supplies							
2.11 Official records	950	\$800	\$497	\$950	\$750	\$950	
2.12 Stationery/printing	800	\$500	\$156	\$600	\$550	\$650	
2.13 Other office supplies	3250	\$4,500	\$3,530	\$4,500	\$4,000	\$4,200	
2.2 Operating supplies							
2.21 Cleaning/sanitation	4000	\$5,500	\$2,678	\$4,000	\$4,000	\$4,500	
2.22 Fuel/oil/lubricants	50	\$20	\$7	\$20	\$10	\$20	
2.23 Other operating supplies	50	\$1,000	\$2,232	\$2,800	\$3,536	\$3,800	
2.3 Repair/maintenance supplies							
2.31 Building materials	600	\$600	\$823	\$650	\$509	\$650	
2.32 Painting supplies	400	\$200	\$6	\$200	\$0	\$200	
2.33 Repair parts	250	\$250	\$148	\$300	\$88	\$300	
2.4 Other supplies							
2.41 Library supplies	8000	\$4,500	\$1,883	\$4,000	\$4,000	\$4,500	
2.42 Automation supplies	2000	\$5,000	\$3,472	\$5,000	\$4,700	\$4,200	
Total Supplies	\$20,350	\$22,870	\$15,432	\$23,020	\$22,143	\$23,970	2%

1996 Budget Comparisons

	1993 Budget	1994 Budget	1994 Disbursed	1995 Adjusted Budget	1995 Projected Expenses to Dec. 31, '95	1996 Budget	% of Total '96 budget
1 PERSONAL SERVICES							
1.1 Salaries and wages							
1.11 Salary of librarian	36684	\$37,606	\$37,568	\$38,730	\$38,617	\$39,915	
1.12 Salary of Assistants	328767	\$374,642	\$358,662	\$381,564	\$375,000	\$417,886	
1.13 Wages of Janitor	12909	\$17,056	\$15,712	\$26,819	\$26,521	\$28,785	
1.2 Employee benefits							
1.21 Employer: FICA	28944	\$32,893	\$31,514	\$34,141	\$34,000	\$37,224	
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1.3 Other personal services							
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Total Personal Services	\$434,025	\$499,198	\$467,825	\$523,552	\$511,710	\$564,441	53%
2 SUPPLIES							
2.1 Office supplies							
2.11 Official records	950	\$800	\$497	\$950	\$750	\$950	
2.12 Stationery/printing	800	\$500	\$156	\$600	\$550	\$650	
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2.33 Repair parts	250	\$250	\$148	\$300	\$88	\$300	
2.4 Other supplies							
2.41 Library supplies	8000	\$4,500	\$1,883	\$4,000	\$4,000	\$4,500	
2.42 Automation supplies	2000	\$5,000	\$3,472	\$5,000	\$4,700	\$4,200	
Total Supplies	\$20,350	\$22,870	\$15,432	\$23,020	\$22,143	\$23,970	2%

	1993 Budget	1994 Budget	1994 Disbursed	1995 Adjusted Budget	1995 Projected Expenses to Dec. 31, '95	1996 Budget	% of Total '96 budget
3 OTHER SERVICES/CHARGES							
3.1 Professional services							
3.11 Consulting services	500	\$0	\$0		\$0		
3.12 Engineer/Arch Services	500	\$500	\$0	\$500	\$0		
3.13 Legal services	1500	\$1,500	\$698	\$2,500	\$750	\$1,250	
3.14 Other profess. services	100	\$1,000	\$100	\$500	\$500	\$500	
3.2 Communication/Transportation							
3.21 Telephone	24000	\$23,500	\$19,866	\$25,000	\$24,000	\$29,000	
3.22 Postage	5500	\$5,000	\$4,131	\$7,535	\$6,400	\$6,600	
3.23 Traveling expenses	4000	\$3,500	\$3,802	\$4,000	\$3,800	\$4,000	
3.24 Professional mtgs	4000	\$3,500	\$4,363	\$6,000	\$4,999	\$6,000	
3.25 Freight/Express	50	\$50	\$0	\$50	\$0	\$50	
3.3 Printing/Advertising							
3.31 Adv/Public. of notices	500	\$800	\$517	\$500	\$833	\$900	
3.32 Printing (not offc. supply)	1000	\$600	\$449	\$500	\$158	\$400	
3.4 Insurance							
3.41 Official bonds	800	\$500	\$250	\$250	\$250	\$250	
3.42 Other insurance	10000	\$13,400	\$13,062	\$18,000	\$12,851	\$16,000	
3.5 Utility services							
3.51 Gas	12750	\$32,000	\$19,328	\$27,000	\$21,240	\$25,000	
3.52 Electricity	31000	\$55,000	\$49,903	\$57,000	\$55,000	\$58,000	
3.53 Water	800	\$1,500	\$958	\$1,600	\$845	\$1,200	
3.54 Waste disposal service	850	\$2,800	\$2,205	\$3,200	\$1,764	\$2,000	
3.6 Repairs/maintenance							
3.61 Bldgs/Structures	7956	\$9,000	\$13,092	\$21,665	\$28,000	\$30,000	
3.62 Equipment	1000	\$2,500	\$2,194	\$4,000	\$2,500	\$4,000	
3.7 Rentals							
3.71 Real estate					\$0		
3.72 Equipment	450	\$250	\$224	\$250	\$250	\$225	
3.91 Dues	1500	\$2,200	\$1,080	\$1,800	\$1,704	\$2,000	
3.92 Interest on loans			\$0		\$0		

	1993 Budget	1994 Budget	1994 Disbursed	1995 Adjusted Budget	1995 Projected Expenses to Dec. 31, '95	1996 Budget	% of Total '96 budget
3.93 Taxes/Assessments			\$0		\$0		
3.94 Transfer to LIRF	14796	\$7,000	\$7,000	\$6,000	\$6,000	\$40,000	
3.95 Service contracts	11600	\$16,670	\$8,242	\$10,000	\$8,671	\$9,200	
3.96 Petty cash	120	\$120	\$0	\$120	\$0		
3.97 Interview/moving expense	250	\$250	\$0	\$250	\$0	\$100	
3.98 Maintenance contracts	20200	\$30,000	\$25,347	\$35,000	\$35,000	\$36,400	
Total Other Services/Charges	\$155,722	\$213,140	\$176,810	\$233,220	\$215,515	\$273,075	26%
4 CAPITAL OUTLAYS							
4.1 Land					\$0		
4.2 Buildings					\$0		
4.3 Improvements	41103	\$275	\$275	\$3,000	\$3,000		
4.4 Furniture/equipment	88000	\$8,828	\$4,497	\$12,000	\$12,000	\$22,000	
4.5 Other capital outlays							
4.51 Books	125000	\$115,000	\$88,693	\$113,000	\$113,000	\$124,000	
4.52 Periodicals,newspapers	40000	\$35,000	\$32,366	\$35,042	\$31,930	\$37,000	
4.53 Nonprint materials	12000	\$12,000	\$11,320	\$17,000	\$17,000	\$22,000	
Total Capital Outlays	\$306,103	\$171,103	\$137,151	\$180,042	\$130,085	\$205,000	19%
FUND TOTAL	\$916,200	\$906,311	\$797,218	\$959,834	\$879,453	\$1,062,492	
Operating Balance		\$82,003		\$138,165			

	1993 Budget	1994 Budget	1994 Disbursed	1995 Adjusted Budget	1995 Projected Expenses to Dec. 31, '95	1996 Budget	% of Total '96 budget
3.93 Taxes/Assessments			\$0		\$0		
3.94 Transfer to LIRF	14796	\$7,000	\$7,000	\$6,000	\$6,000	\$40,000	
3.95 Service contracts	11600	\$16,670	\$8,242	\$10,000	\$8,671	\$9,200	
3.96 Petty cash	120	\$120	\$0	\$120	\$0		
3.97 Interview/moving expense	250	\$250	\$0	\$250	\$0	\$100	
3.98 Maintenance contracts	20200	\$30,000	\$25,347	\$35,000	\$35,000	\$36,400	
Total Other Services/Charges	\$155,722	\$213,140	\$176,810	\$233,220	\$215,515	\$273,075	26%
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Total Capital Outlays	\$306,103	\$171,103	\$137,151	\$180,042	\$130,085	\$201,006	19%
FUND TOTAL	\$916,200	\$906,311	\$797,218	\$959,834	\$879,453	\$1,062,492	
Operating Balance		\$82,003		\$138,165			

THE VIRTUAL LIBRARY - YOUR INTERNET HOTLIST

C. W. Tazewell - cwt@infi.net

The 21st century offers the promise of immediate availability of all information, data, and literature. This will be a two-way window to the world. The world will never be the same!

First, the mass of material from everywhere will be on tap. And, second, the local material for each community and metropolitan area must be prepared for use by others. We can get the first category from anywhere. But, the second must be gathered, organized and presented by each locality.

A Virtual Library is a shared community list of Internet World Wide Web Bookmarks (addresses where information can be found).

The Library of Congress is proceeding with digitizing all of their collection. The University of California is now building a campus without a library building. Internet terminals will take its place.

There is a realignment of information providers going on. The Raleigh News and Observer has stated it will no longer publish a newspaper in ten years. Landmark Communications (The Virginian-Pilot and Ledger-Star) is the major Internet provider in this area, and in other states - as far away as Nevada. They are "hedging their bets," and getting ready for the 21st century! More and more newspapers and magazines are "going online."

In a few years there will be a fiber-optic cable into most homes and businesses. As is done with the cable TV service now, there will be a 24-hour computer connection to the local Virtual Library. This will be a primary source of information for each family and business.

The computer of the future will include the present stereo/TV/VCR/Cable entertainment center now in the family room. These functions can be included in computers now. Newspapers, magazines and most mail will be received thru this system. A key part of this arrangement will be the connection to the local Virtual Library.

It will not be practical, and mostly impossible, for the average person to search for and manage the overwhelming amount of information that is becoming available. A person will not have the skill, patience, and time to browse the World Wide Web.

The professional librarian's main purpose in the future is to be the information specialist. They will search for, organize and present the information - online at the Virtual Library. Practically all info will be accessed by links to other, remote locations. Organizing it is the key, so it can be found easily and readily online by the local Virtual Library patrons.

The library building of the future will become more and more a recreation and community center. Yes, there will still be some books, magazines, newspapers, video and audio tapes, and other parts of the present resources in the Reading Room of the Center. But they will be secondary to the mainstream of online information, data, video and graphics. The Reference Section in the Community Recreation Center (formerly Public Library) will be busy.

The citizen, student, businessman and professional of the future will use the online (Virtual) Library for his needs. The professional librarians will assist the public in finding what they want - wherever in the world it might be. The local Virtual Library won't have everything, so special needs will need professional support.

There will be more and more online classrooms. The student can study at home and be in instant video touch with his classmates and teachers. The classmates and teachers could be anywhere in the world, and (of course) even in the student's own locality. In that case, students could meet every week or ten days at a nearby Community Recreation Center (former Public School) for a class or two and for face-to-face socializing.

There is need for only one place in each area with "all the information in the world." The only reason for a Virtual Library in a certain locality is to provide local material to the world, and to select material most needed in that area. Otherwise there could simply be one National (International?) Virtual Library.

**Take a look at the Virtual Library at the Buzzard's Nest
(<http://www.infi.net/~cwt/index.html>).**

It is a prototype of the Virtual Library of the future.

JCPL FINANCIAL STATEMENT

JUNE 30, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$203,157.07	\$470,141.70	\$70,793.23	\$409,220.07	\$324,484.41
Investments \$215,000.00						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$4,794.34	\$85.00	\$579.00	\$1,530.31	\$1,758.75	\$3,614.59
DeMotte	\$2,362.04	\$75.00	\$389.00	\$1,442.82	\$1,475.78	\$1,275.28
Rensselaer	\$1,718.02	\$10.00	\$190.00	\$22.49	\$209.91	\$1,698.11
Wheatfield	\$714.28	\$0.00	\$0.00	\$65.00	\$73.06	\$641.22
Bond & Interest Redemption Fund	\$128,832.99	\$143,106.83	\$204,818.39	\$118,232.50	\$118,232.50	\$215,418.88
Investments \$215,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	(\$100.00)
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments \$20,000.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Construction Fund	\$15,344.87	\$0.00	\$1,267.78	\$2,259.21	\$6,588.83	\$10,023.62
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	(\$266.02)	\$514.00	\$221.30
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$996.82)	(\$167.91)	\$2,750.94
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$346,348.90	\$676,808.87	\$191,652.41	\$537,371.24	\$587,621.93

{ CURRENT BANK BALANCES }
 DATE { 30 Jun 95 }

A1 {BANK ONE CHECKING }	B1 {	59569.13}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	10023.62}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	.00}
A4 {FIRST OF AMERICA BANK }	B4 {	19265.44}
A5 {DEMOTTE STATE BANK }	B5 {	28670.04}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	8990.76}
A7 {NBD BANK, N.A. }	B7 {	8401.37}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	2701.57}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	.00}
A10{CD #7900074936 }	B10{	.00}
A11{CD #7700834869 }	B11{	200000.00}
A12{CD #025211 }	B12{	150000.00}
A13{CD #7700863462 }	B13{	100000.00}
A14{ }	B14{	.00}
A15{ }	B15{	.00}

TOTAL	B16{	587621.93}

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Jun 95

	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
9	FIRST OF AMER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	.00	
2	FIRST OF AMER	92 DAY	100000.00	5.68	140.01	15 JUN 95	.00	
	FIRST FED.SAV	182 DAY	150000.00	5.84	140.01-03	15 JUN 95	.00	
	--TOTALS--		450000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Jun 95

	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	\$3236.10
213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	\$3864.52
5	FIRST OF AMER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	
	--TOTALS--		600000.00				7100.62	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Jun 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	19317.96	19412.04	50%
1.12	SALARY OF ASSISTANTS	381564.00	.00	381564.00	31819.35	181788.20	199775.80	48%
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2362.00	13412.60	13406.40	50%
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2861.71	16410.46	17730.54	48%
1.22	UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	.00	1376.41	-136.41	111%
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	10712.76	12505.24	46%
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	21.45	16340.45	480.00	3744.03	12596.42	23%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	192.68	467.83	1032.17	31%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	.00	641.37	308.63	68%
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	394.82	1451.17	3048.83	32%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	89.95	4089.95	709.46	2071.10	2018.85	52%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	2.05	17.95	10%
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	.00	1473.18	1326.82	53%
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	51.99	264.08	385.92	41%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	300.00	.00	300.00	20.05	56.83	243.17	19%
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	501.04	2427.15	1572.85	61%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	290.85	1064.13	3935.87	21%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	2500.00	.00	2500.00	.00	315.00	2185.00	13%
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	257.50	327.50	172.50	66%
3.21	TELEPHONE	25000.00	.00	25000.00	2260.85	10646.10	14353.90	43%
3.22	POSTAGE	7500.00	54.50	7554.50	802.56	3222.83	4331.67	43%
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	476.75	1566.25	2433.75	39%
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	400.17	2483.13	3516.87	41%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	43.82	390.73	109.27	78%
3.32	OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13%
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42	OTHER INSURANCE	18000.00	.00	18000.00	.00	8640.00	9360.00	48%
3.51	GAS	27000.00	.00	27000.00	528.77	9379.43	17620.57	35%
3.52	ELECTRICITY	57000.00	.00	57000.00	2259.81	19791.21	37208.79	35%
3.53	WATER	1600.00	.00	1600.00	41.20	393.40	1206.60	25%
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	147.67	882.62	2317.38	28%
3.61	BUILDING & STRUCTURES	16000.00	5665.00	21665.00	8126.38	18166.05	3498.95	84%
3.62	EQUIPMENT	4000.00	.00	4000.00	428.78	1201.47	2798.53	30%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	139.70	110.30	56%
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	1800.00	.00	1800.00	.00	710.00	1090.00	39%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95	SERVICE CONTRACTS	10000.00	.00	10000.00	851.50	3910.37	6089.63	39%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	35000.00	.00	35000.00	188.00	4764.25	30235.75	14%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	327.97	1940.97	10059.03	16%
4.51	BOOKS	113000.00	.00	113000.00	6812.55	42058.53	70941.47	37%
4.52	PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	503.23	13433.10	21608.75	38%
4.53	NONPRINTED MATERIALS	17000.00	.00	17000.00	3414.36	7827.77	9172.23	46%
	-TOTAL-	954071.00	5872.75	959943.75	70793.23	409220.07	550723.68	43%

CHANGES TO APPROPRIATION REPORT
DATE 30 Jun 95

Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-2.21	20 Jun 95	89.95	REBATE ON COMET CLEANER-INTROD.O
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.22	14 Jun 95	19.74	B&T Lease Books Postage Reimburs
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 30 JUN 95

CONSTRUCTION FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12 ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61 BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3 IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4 FURNITURE & EQUIPMENT	3892.33	524.64	4416.97	2259.21	5509.83	-1092.86
-TOTAL-	15344.67	1267.78	16612.45	2259.21	6588.83	10023.62

CHANGES TO APPROPRIATION REPORT
DATE 30 Jun 95

Fund/Account No	Date	Amount	Explanation
180-3.61	08 Mar 95	743.14	REIMBURSED BY BLDG. CONTRACTORS
180-4.4	31 Jan 95	311.78	INTEREST EARNED 4TH QTR 1994
180-4.4	06 Apr 95	212.86	INTEREST EARNED 1st QUARTER 1995

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Jun 95

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004632	02776	BACHMAN, CAROL	544.49	09 JUN 95	PAYROLL
004633	02788	JUDY T. BAKKER	74.76	09 JUN 95	PAYROLL
004634	02775	MARLENE BEEDLE	336.95	09 JUN 95	PAYROLL
004635	02792	YVONNE J. BEEVER	728.97	09 JUN 95	PAYROLL
004636	02765	GLENDA BROWN	560.47	09 JUN 95	PAYROLL
004637	02769	RENEE CARR	383.00	09 JUN 95	PAYROLL
004638	02768	LYNN DAUGHERTY	1067.73	09 JUN 95	PAYROLL
004639	02795	PAULETTE EIERMAN	88.20	09 JUN 95	PAYROLL
004640	02774	JULIE EISELE	348.16	09 JUN 95	PAYROLL
004641	02759	CHARLOTTE FAGEN	612.09	09 JUN 95	PAYROLL
004642	02772	PAMELA FERBER	657.35	09 JUN 95	PAYROLL
004643	02779	GALLINA, KATHLEEN M.	551.70	09 JUN 95	PAYROLL
004644	02773	KIMBERLY GARWOOD	863.35	09 JUN 95	PAYROLL
004645	02786	MOLLY A. GATLIN	45.38	09 JUN 95	PAYROLL
004646	02793	HEATHER A. HOPP	76.60	09 JUN 95	PAYROLL
004647	02771	ROSE E. HOWARD	607.65	09 JUN 95	PAYROLL
004648	02777	GAIL M. JUNG	595.58	09 JUN 95	PAYROLL
004649	02789	ANGELA M. KARCH	99.92	09 JUN 95	PAYROLL
004650	02790	MAIA S. KINGMAN	134.01	09 JUN 95	PAYROLL
004651	02766	DIANA KOOT	162.31	09 JUN 95	PAYROLL
004652	02762	JOAN KOPANDA	402.71	09 JUN 95	PAYROLL
004653	02780	SHARON K. LEWIS	95.49	09 JUN 95	PAYROLL
004654	02785	LOEHRER, KAREN L.	422.41	09 JUN 95	PAYROLL
004655	02764	BONNIE POWELL	401.12	09 JUN 95	PAYROLL
004656	02760	SHARON SCHULENBERG	539.33	09 JUN 95	PAYROLL
004657	02767	EILEEN SPURGEON	56.52	09 JUN 95	PAYROLL
004658	02781	LYNN M. STALBAUM	79.33	09 JUN 95	PAYROLL
004659	02783	JACK STANDISH	394.55	09 JUN 95	PAYROLL
004660	02791	LORENE A. SUTTON	310.26	09 JUN 95	PAYROLL
004661	02761	JILL TACHTIRIS	563.30	09 JUN 95	PAYROLL
004662	02794	AARON J. ULM	69.12	09 JUN 95	PAYROLL
004663	02787	ELAINE WALING	88.82	09 JUN 95	PAYROLL
004664	02778	WEBSTER, RACHAEL D.	154.24	09 JUN 95	PAYROLL
004665	02770	WHITED, AMBER	281.95	09 JUN 95	PAYROLL
004666	02763	DIANE WIERS	488.87	09 JUN 95	PAYROLL
004667	02784	MARGARET M. WOODS	510.78	09 JUN 95	PAYROLL
004668	02782	LEANNE YORK	737.15	09 JUN 95	PAYROLL
004669	02817	BACHMAN, CAROL	503.52	23 JUN 95	PAYROLL
004670	02829	JUDY T. BAKKER	110.30	23 JUN 95	PAYROLL
004671	02816	MARLENE BEEDLE	332.42	23 JUN 95	PAYROLL
004672	02832	YVONNE J. BEEVER	728.97	23 JUN 95	PAYROLL
004673	02807	GLENDA BROWN	517.11	23 JUN 95	PAYROLL
004674	02810	RENEE CARR	352.40	23 JUN 95	PAYROLL
004675	02809	LYNN DAUGHERTY	1067.73	23 JUN 95	PAYROLL
004676	02835	PAULETTE EIERMAN	439.55	23 JUN 95	PAYROLL
004677	02815	JULIE EISELE	318.83	23 JUN 95	PAYROLL
004678	02801	CHARLOTTE FAGEN	612.09	23 JUN 95	PAYROLL
004679	02813	PAMELA FERBER	657.35	23 JUN 95	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004680	02820	GALLINA, KATHLEEN M.	549.80	23 JUN 95	PAYROLL
004681	02814	KIMBERLY GARWOOD	863.35	23 JUN 95	PAYROLL
004682	02827	MOLLY A. GATLIN	94.53	23 JUN 95	PAYROLL
004683	02833	HEATHER A. HOPP	69.12	23 JUN 95	PAYROLL
004684	02812	ROSE E. HOWARD	560.97	23 JUN 95	PAYROLL
004685	02818	GAIL M. JUNG	595.58	23 JUN 95	PAYROLL
004686	02830	ANGELA M. KARCH	49.16	23 JUN 95	PAYROLL
004687	02808	DIANA KOOY	108.22	23 JUN 95	PAYROLL
004688	02804	JOAN KOPANDA	445.75	23 JUN 95	PAYROLL
004689	02821	SHARON K. LEWIS	81.85	23 JUN 95	PAYROLL
004690	02826	LOEHRER, KAREN L.	382.90	23 JUN 95	PAYROLL
004691	02806	BONNIE POWELL	371.13	23 JUN 95	PAYROLL
004692	02836	ANNETTE M. PRATT	92.86	23 JUN 95	PAYROLL
004693	02802	SHARON SCHULENBERG	492.77	23 JUN 95	PAYROLL
004694	02822	LYNN M. STALBAUM	77.39	23 JUN 95	PAYROLL
004695	02824	JACK STANDISH	321.97	23 JUN 95	PAYROLL
004696	02831	LORENE A. SUTTON	291.38	23 JUN 95	PAYROLL
004697	02803	JILL TACHTIRIS	518.03	23 JUN 95	PAYROLL
004698	02834	AARON J. ULM	31.40	23 JUN 95	PAYROLL
004699	02828	ELAINE WALING	96.37	23 JUN 95	PAYROLL
004700	02819.	WEBSTER, RACHAEL D.	204.93	23 JUN 95	PAYROLL
004701	02811	WHITED, AMBER	139.03	23 JUN 95	PAYROLL
004702	02805	DIANE WIERS	488.87	23 JUN 95	PAYROLL
004703	02825	MARGARET M. WOODS	474.47	23 JUN 95	PAYROLL
004704	02823	LEANNE YORK	737.15	23 JUN 95	PAYROLL
013876	02657	ABC SCHOOL SUPPLY INC.	25.42	12 JUN 95	SUMMER READING MATERIALS-REN
013877	02658	ACE HARDWARE	17.43	12 JUN 95	SCRUB BRUSH, DUSTER, MOP HAN
013878	02659	ACORDIA PERSONAL BENEFITS, I	499.90	12 JUN 95	QTLY. INS. PREMIUM-HOWARD,GA
013879	02660	AFFORDABLE COMMUNICATIONS	158.70	12 JUN 95	PHONE REPAIRS, CORDS - T.S.
013880	02661	AUDIO EDITIONS	233.65	12 JUN 95	BOOKS ON CASSETTES
013881	02662	AUSTIN BOOK SALES	106.12	12 JUN 95	BOOKS
013882	02663	AVC CORPORATION	188.00	12 JUN 95	SERVICE AGREEMENT-FIN.COMPUT
013883	02664	BAKER & TAYLOR ENTERTAINMENT	621.08	12 JUN 95	CONTINUATIONS & VIDEOS
013884	02665	BAKER & TAYLOR	2830.90	12 JUN 95	BOOKS,GIFT BOOKS,PRIZE BOOKS
013885	02666	BAY AREA FACTORS	147.25	12 JUN 95	VIDEOS
013886	02667	BEN FRANKLIN	9.00	12 JUN 95	VIDEO
013887	02668	BEST WESTERN RIVER NORTH HOT	90.00	12 JUN 95	ALA HOTEL DEPOSIT (6/23-6/28
013891	02669	CAROL BACHMAN	31.50	12 JUN 95	MILEAGE
013892	02670	CD ONE STOP	214.95	12 JUN 95	COMPACT DISCS
013893	02671	CHARLOTTE FAGEN	15.00	12 JUN 95	MILEAGE
013894	02672	CHICAGO TRIBUNE	134.61	12 JUN 95	NEWSPAPER SUBS.-RENS TO 6/17
013895	02673	CIRCLE "R" MECHANICAL, INC.	123.00	12 JUN 95	REPAIRS TO DEMOTTE HTG/A.C.
013896	02674	COAST TO COAST	20.05	12 JUN 95	FAN BELT,PICTURE GLASS & HAR
013897	02675	COLUMBIA PARK ZOO	237.50	12 JUN 95	CHILD.SUMMER READING PROG/SP
013898	02676	COURTYARD BY MARRIOTT	162.70	12 JUN 95	ILF HOTEL ACCOMMODATIONS-DAU
013899	02677	CRITICS' CHOICE VIDEO	129.76	12 JUN 95	VIDEOS
013900	02678	CUSTOM LAWN CARE	815.00	12 JUN 95	LAWN CARE-APRIL & MAY-RENS.
013901	02679	DIANA KOOY	70.50	12 JUN 95	MILEAGE

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013902	02681	DIANE WIERS	11.05	12 JUN 95	SUMMER READING PRIZE BOOK
013903	02682	EDUCATIONAL RESOURCES	139.99	12 JUN 95	BOOK/CASSETTES
013904	02683	FAGEN PHARMACY	8.19	12 JUN 95	CARDS-DEMOTTE
013905	02684	FASE'S	50.40	12 JUN 95	REDOUT FOR WATER SOFTNER
013906	02685	FILIP INC.	146.67	12 JUN 95	TRASH BAGS,M-FOLDS,PAPER TOW
013907	02686	GAIL JUNG	17.52	12 JUN 95	MILEAGE & BUDGET WORKSHOP
013908	02687	GAIL JUNG	43.76	12 JUN 95	RENS. PETTY CASH
013909	02688	GAIL JUNG	24.35	12 JUN 95	DEMOTTE PETTY CASH
013910	02689	GAIL JUNG	17.62	12 JUN 95	WHEATFIELD PETTY CASH
013911	02690	GROLIER EDUCATIONAL CORPORAT	1219.00	12 JUN 95	ENCY.AMERICANA
013912	02691	GROLIER PUBLISHING COMPANY	143.70	12 JUN 95	BOOKS
013913	02692	HP PRODUCTS CORP.	356.60	12 JUN 95	VAC.BRUSHES,PLAZA,T.P.,STRID
013914	02693	INDIANA HISTORICAL SOCIETY	43.75	12 JUN 95	BOOKS
013915	02694	INFORMATION PLUS	294.07	12 JUN 95	STANDING ORDER-BOOKS
013916	02695	INGRAM	12.04	12 JUN 95	AUDIO CASSETTE
013917	02696	INTERNET WORLD	14.97	12 JUN 95	MAGAZINE SUBSC.-TO JUNE 1996
013918	02697	KIMBERLY GARWOOD	16.50	12 JUN 95	MILEAGE
013919	02699	KIMBO EDUCATIONAL INC.	14.45	12 JUN 95	CASSETTE
013920	02700	KNOWLEDGE PRODUCTS	39.90	12 JUN 95	VIDEOS
013921	02701	LDOS COMMUNICATIONS	941.56	12 JUN 95	DATA LINES & LONG DISTANCE S
013922	02702	LEANNE YORK	179.97	12 JUN 95	MODEM
013923	02703	LIBRARY VIDEO COMPANY	68.85	12 JUN 95	VIDEOS
013924	02704	LORI SUTTON	48.50	12 JUN 95	MILEAGE TO INCOLSA
013925	02705	LYNN DAUGHERTY	241.35	12 JUN 95	MILEAGE, AUDIO TAPES, PROF.
013926	02706	MANUFACTURERS' NEWS, INC.	292.25	12 JUN 95	BOOKS
013927	02707	MARLENE BEEDLE	12.00	12 JUN 95	MILEAGE
013928	02708	McGRAW-HILL, INC.	1172.83	12 JUN 95	CD-ROM MULTIMEDIA ENCY.SCI &
013929	02709	MIDWEST VISUAL EQUIPMENT CO.	16.33	12 JUN 95	OVERHEAD PROJECTOR CLAMP
013930	02710	MODERN CURRICULUM	76.11	12 JUN 95	SUMMER READING MATERIALS-REN
013931	02711	MONTGOMERY KONE,INC.	460.88	12 JUN 95	ELEVATOR REPAIRS
013932	02712	NATIONAL AUTOMOBILE DEALERS	87.00	12 JUN 95	USED CAR GUIDE BOOKLETS-ANNU
013933	02713	NORTHWESTERN INDIANA TELEPHO	253.26	12 JUN 95	TELEPHONE-JUNE-RENS.
013934	02714	ONE VIDEO , INC.	23.90	12 JUN 95	VIDEO
013935	02715	PAM FERBER	5.50	12 JUN 95	MILEAGE
013936	02716	PEGG SANGERMAN	65.00	12 JUN 95	STORYTELLER-WH. SUMMER READI
013937	02717	PEGGY WOODS	39.50	12 JUN 95	MILEAGE
013938	02718	PHILIP E. HOWARD	65.50	12 JUN 95	LAWN CARE & JANITORIAL SERVI
013939	02719	PHILIP N. HOWARD	45.00	12 JUN 95	LAWN CARE-WHEATFIELD LIB.-MA
013940	02720	POSTMASTER GENERAL	745.00	12 JUN 95	STAMPS: 2000-32's, 100-\$1,&
013941	02721	POST TRIBUNE	148.20	12 JUN 95	WHEATFIELD SUBSC. TO 6/16/96
013942	02722	PRECISION CONTROL SYSTEMS, I	634.50	12 JUN 95	DEMOTTE A.C./HTG SYSTEM REPA
013943	02723	QUILL	570.15	12 JUN 95	COPY PAPER, TRASH BAGS, OFFI
013944	02724	READER'S DIGEST ASSOCIATION	22.46	12 JUN 95	MAGAZINE SUBS.-DEMOTTE 7/95-
013945	02725	RECORDED BOOKS INC.	42.60	12 JUN 95	VIDEO
013946	02726	REMINGTON LIONS CLUB	15.00	12 JUN 95	REMINGTON ADDRESS BOOKS
013947	02727	RENSSELAER REPUBLICAN	124.82	12 JUN 95	DEMOTTE SUBSC. TO 5/31/96 &
013948	02728	REVCO D.S., INC.	9.00	12 JUN 95	MAY NEWSPAPERS-DEMOTTE
013949	02729	ROHAN SERVICE AGENCY OF SO.B	5932.00	12 JUN 95	A.C. COMPRESSOR REPLACED w/1

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013950	02730	RONALD McATEE	253.75	12 JUN 95	COMPUTER PROGRAMMING REPAIRS
013951	02731	RUSS' PRINT SHOP	30.00	12 JUN 95	SUMMER READING CERTIFICATES-
013952	02732	SAINT JOSEPH COLLEGE	147.18	12 JUN 95	WORK STUDY PROGRAM-J.LISKOVE
013953	02733	ST. JOSEPH COLLEGE TEACHING	60.00	12 JUN 95	MUGS FOR TEACHING FELLOWS PR
013954	02734	SALEM PRESS, INC.	450.00	12 JUN 95	CD-ROM FICTION MASTERPLOTS
013955	02735	SECURITY COURIERS CORP.	851.50	12 JUN 95	TRANSPORT SERVICE 4/28 THRU
013956	02736	SUDANCO AFFORDABLE ALTERNATI	290.85	12 JUN 95	THERMAL RECEIPT PAPER
013957	02737	TEETERS CULLIGAN	9.95	12 JUN 95	JUNE WATER COOLER RENTAL-WH.
013958	02738	TIME-LIFE EDUCATION	31.49	12 JUN 95	BOOKS
013959	02739	TMC/SOUNDPRINTS	35.90	12 JUN 95	SUMMER READING PRIZES-RENS.
013960	02740	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	12 JUN 95	SEWER SERVICE-DEMOTTE-APRIL
013961	02741	U.S. TOY CO., INC.	47.70	12 JUN 95	SUMMER READING MATERIALS-REN
013962	02742	UNITED SUPPLY CO. INC.	77.77	12 JUN 95	CONST.PAPER,CRAYONS,GLUE, ET
013963	02744	UNITED TELEPHONE COMPANY	900.31	12 JUN 95	JUNE TELEPHONE-RENS.
013964	02745	UNIVERSITY MICROFILMS INTERN	1208.82	12 JUN 95	BACK ISSUES-KV POST-DEM. LIB
013965	02746	UPSTART	11.45	12 JUN 95	SUMMER READING MATERIALS-REN
013966	02747	VARSITY READING SERVICES	352.03	12 JUN 95	PAPERBACKS
013967	02748	WASHINGTON PARK ZOO	20.00	12 JUN 95	SUMMER READING PROGRAM-WH. 6
013968	02749	WALGREEN'S	12.79	12 JUN 95	POLAROID FILM-WH.
013969	02750	WAL-MART STORES, INC.	64.72	12 JUN 95	VIDEOS & POLAROID FILM-DEM.&
013970	02751	WALSTRA FINE CUT	96.00	12 JUN 95	LAWN CARE-APRIL-DEMOTTE
013971	02752	WILLIAM A. DOWELL	148.00	12 JUN 95	AMERICAN FLAG & WIRE-ROPE
013972	02753	WORLD BOOK EDUCATIONAL PRODU	1551.00	12 JUN 95	BOOKS
013973	02755	YVONNE BEEVER	127.59	12 JUN 95	MILEAGE, BOOK, OVTSLG HOTEL
013974	02756	CHILD GRAPHICS PRESS	132.50	12 JUN 95	WALL HANGINGS-RENS. BLDG. PR
013975	02757	DEMCO	329.03	12 JUN 95	BEAN BAG CHAIR,GLOBE-RENS. B
013976	02758	T.C.& M., INC.	2004.12	12 JUN 95	DEM.POLE LIGHT-DEMOTTE BLDG.
013977	02796	BANK ONE	4691.61	09 JUN 95	FICA & FED TAX WITHHELD LESS
013978	02797	INDIANA DEFERRED COMPENSATIO	135.00	09 JUN 95	WITHHELD FROM 09 JUN 95 PAYR
013979	02798	INDIANA UNIVERSITY	112.50	14 JUN 95	Internet Networking Course-B
013980	02799	JASPER COUNTY PUBLIC LIBRARY	150000.00	16 JUN 95	PURCHASE OF CD INVESTMENT
013981	02800	JASPER COUNTY PUBLIC LIBRARY	100000.00	16 JUN 95	PURCHASE OF 90 DAY CD
013982	02837	BANK ONE	4544.12	23 JUN 95	FICA & FED TAX LESS EIC WITH
013983	02838	INDIANA DEFERRED COMPENSATIO	135.00	23 JUN 95	WITHHELD FROM 23 JUN 95 PAYR
013984	02839	INDIANA DEPARTMENT OF REVENUE	1568.18	23 JUN 95	STATE & COUNTY TAX WITHHELD
013985	02840	BANK ONE, INDIANAPOLIS, NA	118232.50	23 JUN 95	RENS.& DEMOTTE BLDG. BOND PA
013986	02841	CITY OF RENSSELAER	2514.59	23 JUN 95	RENSSELAER-UTILITIES-MAY 199
013987	02843	COURT RESTAURANT	100.00	23 JUN 95	DEPOSIT FOR NILBA DINNER-8/3
013988	02844	NIPSCO	403.09	23 JUN 95	WHEATFIELD LIB-MAY UTILITIES
013989	02845	TOWN OF WHEATFIELD SEWER WOR	41.05	23 JUN 95	SEWAGE-WHEATFIELD LIB.-JULY
013990	02846	UNITED TELEPHONE COMPANY	162.16	23 JUN 95	WHEATFIELD PHONES-JUNE 1995

--TOTAL AMOUNT OF CLAIMS-- 441652.41

JASPER COUNTY PUBLIC LIBRARY

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Receipt Breakdown

June 30, 1995

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES.....			\$1,627.01	\$11,929.37
DeMotte	\$784.34	\$4,523.06		
Rensselaer	\$477.81	\$4,852.21		
Wheatfield	\$364.86	\$2,554.10		
PHOTOCOPIES.....			\$448.07	\$3,625.41
DeMotte	\$166.75	\$1,319.45		
Rensselaer	\$184.10	\$1,722.04		
Wheatfield	\$97.22	\$583.92		
CARDS.....			\$35.50	\$438.50
DeMotte	\$16.50	\$190.50		
Rensselaer	\$17.50	\$225.50		
Wheatfield	\$1.50	\$22.50		
INTEREST.....			\$499.02	\$6,648.69
TAXES.....			\$200,437.78	\$440,983.00
Property Tax	\$171,946.36	\$258,380.58		
Financial Institution Tax	\$804.86	\$804.86		
License Excise Tax	\$27,686.56	\$27,686.56		
Local Option/Certified Shares	\$0.00	\$140,608.50		
Local Option/Property Tax Repl.	\$0.00	\$13,502.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$109.69	\$6,516.73
B&T - Book Lease Postage	\$19.74	\$107.35		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg. Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$0.00	\$21.45		
Bldg. Insurance Claims/Refunds	\$0.00	\$5,695.00		
A&R News Agency-Chgo. Trib. Ref	\$0.00	\$41.85		
Proctor & Gamble-Rebate(Comet)	\$89.95	\$89.95		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$203,157.07	\$470,141.70
PLAC FUND.....			\$0.00	\$0.00
GIFT FUNDS.....			\$85.00	\$579.00
DeMotte	\$75.00	\$389.00		
Rensselaer	\$10.00	\$190.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$143,106.83	\$204,818.39
Property Tax	\$122,764.77	\$184,476.33		
Financial Institution Tax	\$574.64	\$574.64		
License Excise Tax	\$19,767.42	\$19,767.42		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$1,267.78
Interest Earned	\$0.00	\$524.64		
Bldg. Contractor-Reimbursement	\$0.00	\$743.14		
TOTAL RECEIPTS - ALL FUNDS				

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 441652.41. Dated 10 JUL 95.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
013991	02847	ACORDIA OF CENTRAL INDIANA,	2183.00	10 JUL 95	PUBLIC OFFICIALS/EMPLOYEE LI
013992	02848	ACORDIA PERSONAL BENEFITS, I	1875.95	10 JUL 95	INS.PREMIUMS-WOODS,JUNG,EIER
013993	02849	AFFORDABLE COMMUNICATIONS	155.00	10 JUL 95	RENS. TELEPHONE REPAIRS-EXT.
013994	02850	AMERICAN BUSINESS DIRECTORIE	304.00	10 JUL 95	BOOKS
013995	02851	AMERICAN HERITAGE	198.85	10 JUL 95	BOOKS
013996	02852	BAKER & TAYLOR BOOKS	223.80	10 JUL 95	CONTINUATIONS-BOOKS
013997	02853	BAKER & TAYLOR	5346.78	10 JUL 95	BOOKS, GIFT BOOKS, VIDEOS
013998	02854	BEN FRANKLIN	3.20	10 JUL 95	POSTER BOARD-DEMOTTE
013999	02855	BETTY A. HUFF (PAS-TIME BOO	72.81	10 JUL 95	BOOKS, CASSETTES
014000	02856	CENTRAL STATES SALES CORPORA	167.70	10 JUL 95	LIGHT BULBS
014001	02857	CHARLOTTE FAGEN	22.00	10 JUL 95	VOLUNTEER NAMEBADGES
014002	02859	CHILD'S WORLD	328.27	10 JUL 95	BOOKS
014003	02860	CIRCLE "R" MECHANICAL, INC.	123.00	10 JUL 95	BLDG. REPAIRS-DEMOTTE LIB.
014004	02861	COUNTRYSIDE LANDSCAPING/GARD	890.00	10 JUL 95	BARK & YARD MTNCE-DEMOTTE
014005	02862	CUSTOM LAWN CARE	333.00	10 JUL 95	RENS-JUNE LAWN CARE
014006	02863	DIANA KOBY	5.50	10 JUL 95	ALA
014007	02864	DISCOUNT WIRING MATERIALS, I	107.10	10 JUL 95	FLUORESCENT BULBS
014008	02865	DIVISION OF ELEVATOR SAFETY	52.00	10 JUL 95	ELEVATOR INSPECTION
014009	02866	DUMAS & MORIARTY	67.50	10 JUL 95	TELEPHONE CONFERENCES
014010	02867	EDUCATION RECORD CENTER	139.99	10 JUL 95	A.V.-BOOK/CASSETTES
014011	02868	FACTS ON FILE, INC.	627.00	10 JUL 95	SCIENCE ON FILE-TO 8/96
014012	02869	FILIP INC.	29.88	10 JUL 95	JANITORIAL PRODUCTS
014013	02870	GAIL JUNG	66.50	10 JUL 95	MILEAGE/PARKING, ALA CONF.
014014	02871	GAIL JUNG	25.07	10 JUL 95	DEMOTTE PETTY CASH
014015	02872	GALE RESEARCH INC.	118.25	10 JUL 95	BOOKS-STAT.ABSTRACT,POP.MUSI
014016	02873	GOODWIN FIRE EQUIPMENT	60.95	10 JUL 95	FIRE EXTINGUISHER INSPECTION
014018	02874	GRUNKO FILMS INC.	54.90	10 JUL 95	VIDEOS
014019	02875	GTI	2650.46	10 JUL 95	PATRON CARDS & BARCODE LABEL
014020	02876	HAMMOND PUBLIC LIBRARY GIFT	5.00	10 JUL 95	POSTAGE
014021	02877	HERITAGE OFFICE PRODUCTS, IN	887.26	10 JUL 95	SERVICE CONTRACT,DRUM-DEM.,N
014022	02878	INDIANA DEPT.OF WORKFORCE DE	931.32	10 JUL 95	2ND QTR.UNEMPLOYMENT COMP.PA
014023	02879	INFORMATION ACCESS COMPANY	14415.33	10 JUL 95	MAG.INDEX CD-ROM SUBSC.-TO 7
014024	02881	JILL TACHIRIS	37.50	10 JUL 95	MILEAGE
014025	02882	JOURNAL AND COURIER	60.00	10 JUL 95	RENS.NEWSPAPER SUBSC. TO 12/
014026	02883	K.V.ELECTRIC	45.00	10 JUL 95	HANG FLAG POLE ROPES-DEMOTTE
014027	02884	KANKAKEE VALLEY POST NEWS	59.00	10 JUL 95	DEM & WH NEWSPAPER SUBSC.TO
014028	02885	KAREN LOEHRER	91.25	10 JUL 95	MILEAGE/PARKING, ALA CONF.
014029	02886	LDDS COMMUNICATIONS	1131.00	10 JUL 95	LONG DISTANCE CARRRIER & DAT
014030	02887	LORI SUTTON	8.00	10 JUL 95	ALA CONF.
014031	02888	LYNN DAUGHERTY	194.35	10 JUL 95	ALA CONF,INTERNET WKSP,MILEA
014032	02889	MARGE HOHNER	13.00	10 JUL 95	MILEAGE-JUNE BD. MEETING
014033	02890	MARSHALL CAVENDISH CORPORATI	2225.69	10 JUL 95	BOOKS
014034	02891	NATIONAL GEOGRAPHIC SOCIETY	13.90	10 JUL 95	BOOK
014035	02892	NIPSCO	1893.08	10 JUL 95	DEMOTTE-UTILITIES-MAY 1995
014036	02893	NORTHWESTERN INDIANA TELEPHO	144.67	10 JUL 95	TELEPHONE-RENS.-JULY
014037	02894	OXFORD UNIVERSITY PRESS	64.00	10 JUL 95	BOOKS
014038	02895	PAM FERBER	5.50	10 JUL 95	MILEAGE
014039	02896	PEGGY WOODS	26.50	10 JUL 95	MILEAGE & ALA CONF.

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

05 Jul 95

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014040	02897	PHILIP E. HOWARD	15.00	10 JUL 95	LAWN CARE-WHEATFIELD
014041	02898	PHILIP N. HOWARD	90.00	10 JUL 95	LAWN CARE-WHEATFIELD
014042	02899	POLITICAL RESEARCH, INC.	243.00	10 JUL 95	BOOKS
014043	02900	POST TRIBUNE	148.20	10 JUL 95	SUBSCRIPTION-DEM LIB. TO 7/1
014044	02901	PRECISION CONTROL SYSTEMS, I	2052.00	10 JUL 95	HVAC REPAIRS-DEM & RENS.
014045	02902	PUBLIC EMPLOYEES' RETIREMENT	8612.32	10 JUL 95	2ND QTR PAYMENT 1995
014046	02903	QUILL	350.63	10 JUL 95	COMPUTER & TYPE RIBBONS,TAPE
014047	02904	ROHAN SERVICE AGENCY OF SO.B	4899.97	10 JUL 95	A-C REPAIRS & MTNCE CONTRACT
014048	02905	SALEM PRESS, INC.	450.00	10 JUL 95	CD-ROM MASTERPLOTS-DEM.
014049	02906	SANDRA BURNISON	33.05	10 JUL 95	THE TIMES NEWSPAPER-CARRIER
014050	02907	SECURITY COURIERS CORP.	817.44	10 JUL 95	TRANSPORT SERVICE TO 6/30/95
014051	02908	SUDANCO AFFORDABLE ALTERNATI	31.35	10 JUL 95	A.V. LABELS
014052	02909	TEETERS CULLIGAN	29.75	10 JUL 95	JULY WATER COOLER RENTAL & W
014053	02910	THE TIMES	83.20	10 JUL 95	WHEATFIELD-ONE YR.SUBSC.TO 6
014054	02911	TIME-LIFE EDUCATION	15.18	10 JUL 95	BOOK
014055	02912	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 JUL 95	SEWAGE-WHEATFIELD LIB.-MAY 1
014056	02913	TOWN OF DEMOTTE	50.00	10 JUL 95	SPENCER PARK RESERVATION-8/2
014057	02914	TREASURER OF THE STATE OF IN	12.00	10 JUL 95	BOOKS-ROSTER OF STATE & LOCA
014058	02915	UNITED TELEPHONE COMPANY	651.26	10 JUL 95	TELEPHONE-JULY-RENS.
014059	02916	WALSTRA	210.00	10 JUL 95	MAY LAWN CARE-DEMOTTE
014060	02917	WAL-MART STORES, INC.	117.76	10 JUL 95	VIDEOS, CHILDREN PROGRAM SUP
014061	02918	WILCO PICK & SAVE	4.59	10 JUL 95	CHILDREN PROGRAM SUPPLIES-RE
014062	02919	YVONNE BEEVER	249.94	10 JUL 95	INTERNET,ALA CONF.,MILEAGE
nstr.	014063	DEMCO	352.23	10 JUL 95	BEAN BAG CHAIR-RENS BLDG. PR (only \$87.39)
und	014064	T.C.& M., INC.	307.70	10 JUL 95	GLOBES FOR OUTDOOR LIGHT FIX (only \$215.16)
	014065	WALGREEN'S	68.93	10 JUL 95	POSTER FRAMES (RENS. BLDG. P (only \$44.94)
	014067	CAROL BACHMAN	11.00	10 JUL 95	MILEAGE

--TOTAL AMOUNT OF CLAIMS-- 58409.03

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 58409.03. Dated 10 JUL 95.

CIRCULATION BY ITEM FINE CODE
June 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	19	34	14	67
100 (1)	49	44	18	111
200 (2)	36	37	12	85
300 (3)	181	180	54	415
400 (4)	7	21	1	29
500 (5)	81	52	21	154
600 (6)	523	340	201	1064
700 (7)	230	181	64	475
800 (8)	41	48	22	111
900 (9)	140	123	41	304
B (10)	67	93	35	195
j000 (11)	12	11	2	25
j100 (12)	16	26	4	46
j200 (13)	27	21	1	49
j300 (14)	64	38	22	124
j400 (15)	22	12	0	34
j500 (16)	529	294	115	938
j600 (17)	204	93	35	332
j700 (18)	182	243	23	448
j800 (19)	142	17	27	186
j900 (20)	72	65	27	164
jB (21)	232	31	46	309
FIC (22)	1377	1646	472	3495
yaFIC (23)	104	119	91	314
LARGE PRINT (24)	57	59	28	144
jFIC (25)	622	537	217	1376
JE (26)	1774	1325	600	3699
JER (27)	893	220	86	1199
Magazines (28)	846	436	238	1520
Games/Toys (29)	0	34	0	34
Filmstrips (30)	1	0	0	1
Microforms (31)	0	0	0	0
Cassettes (32)	105	138	30	273
jCassettes (33)	141	108	25	274
Compact Discs (34)	157	191	185	533
jCompact Discs (35)	3	1	1	5
Sound Recordings (36)	0	5	3	8
jSound Recordings (37)	1	13	3	17
Software (38)	0	0	0	0
Vertical File (39)	80	41	0	121
Equipment (40)	2	11	0	13
yapFIC (41)	581	231	170	982
jpFIC (42)	515	262	36	813
Reference (43)	25	23	10	58
Genealogy (44)	0	1	0	1
jMagazines (45)	227	34	35	296
VHS (46)	651	729	365	1745
Free reads	632	355	116	1103
Puzzles				0
Talking books		12		12
Assignment shelf books				0
TOTAL	11670	8535	3496	23701

AUG.

AGENDA

Jasper County Public Library Board of Trustees
Monday, August 14, 1995, 7:00 PM
Wheatfield Library

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Salary Changes (R 13)	
<u>General Business</u>	
A. 1996 Budget Hearing (R 16)	Action
B. Staff Development Workshop, Oct. 6 (R 16)	Action
C. Policy committee recommendations (R 19-26)	Action
D. Board/Staff Picnic (R 16)	Discussion
<u>Director's Report</u> (R 15-17)	Information
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....July 10, 1995
 Monthly Meeting of the Jasper County Public Library Board of Trustees 7:00p.m.
 Rensselaer Library

Present: Robert Souza, Anne-Marie Egan, Barbara Leestma, Wilbur Doty, Miriam Lawyer and Lynn Daugherty. Absent: Marge Hohner. Mary Linda Casey arrived during the meeting.

1. **AGENDA:** The Agenda format was approved on a motion by M. Lawyer, seconded by A-M Egan. Motion carried.
2. **CONSENT AGENDA:** B. Leestma moved to accept the Consent Agenda containing the June Minutes, Bills/Financial Reports, Salary Ordinance, Portage Adult Education Meeting Room Lease Agreement, and the policies for Public Records and Public Relations/Information. M. Lawyer seconded the motion. All were in favor.
3. **1996 BUDGET:** The Board accepted the recommendation of the Budget Committee to advertise the budget as presented on a motion by W. Doty, seconded by A-M Egan. Vote was unanimous. The Budget Committee also recommended appropriating \$3994 for a computer specialist in 3.14 Other Professional Services rather than under 1. Personal Services in the 1996 Budget. A Technology Plan Committee consisting of one Board Member and several Staff shall be formed to assess and plan strategy to meet the technological needs of the library for the next 5 years.
4. **BOARD/STAFF FAMILY PICNIC:** Spencer Park in DeMotte has been reserved for this event on Sunday, August 27th for 1:00 p.m. This is a carry-in picnic. Volleyball and horseshoes will be offered as activities.
5. **NILBA DINNER:** JCPL will host the NILBA Dinner on August 30th at The Court Restaurant in Valpo. A guest speaker has also been scheduled.

M.L. Casey joined the meeting at this time.

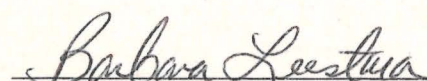
6. **DIRECTOR'S REPORT:** The Donaldson Foundation has made a generous donation to the Jasper County Public Library of \$1500.

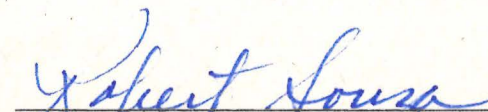
Kathleen Gallina has turned in her resignation. She will be leaving July 21st. Kim Garwood has taken a two-week Medical Leave of Absence beginning 7/10/95.

7. **BOARD WELCOME LETTER:** A letter welcoming all new employees was presented by B. Leestma. After a few minor revisions, the Board asked that this draft be revised and brought to the next meeting.

8. **FUTURE AGENDAS:** A Board Development Session.

A motion was made to adjourn the meeting at 7:45 p.m. by M. Lawyer, seconded by W. Doty.


 Attest: Barbara Leestma, Secretary


 Robert Souza, President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
July 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5472	5743	2276	13491
Added this month	167	178	33	378
Withdrew this month	89	110	12	211
Total registered	5550	5811	2297	13658
Non-resident, paying	32	35	1	68
PLAC card users	0	5	0	5
Reciprocal borrowers	119	58	2	179
XX				
INTRALIBRARY LOANS FILLED	153	103	79	335
LOCAL HISTORY				
In person	5	25	1	31
Letters written		1		1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	12	120	19	151
Computer software used	12	147	22	181
VCR Use				0
Microforms		48		48
Typewriter use	4	4	1	
XX				
INTERLIBRARY LOANS				
Requests made for:	35	22	7	64
Items rec'd for:	33	23	11	67
Items outstanding:				-3
Items from Indiana libraries	26	21	8	55
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
July 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	13	7	2	22
Number attending	504	266	59	829
YA Programs (14-17)				0
Number attending				0
Adult Programs				0
Number attending	4	32		36
Senior Citizen Programs				0
Number attending				0
TOTAL NO. OF PROGRAMS	13	7	2	22
TOTAL PERSONS ATTENDING	508	298	59	865

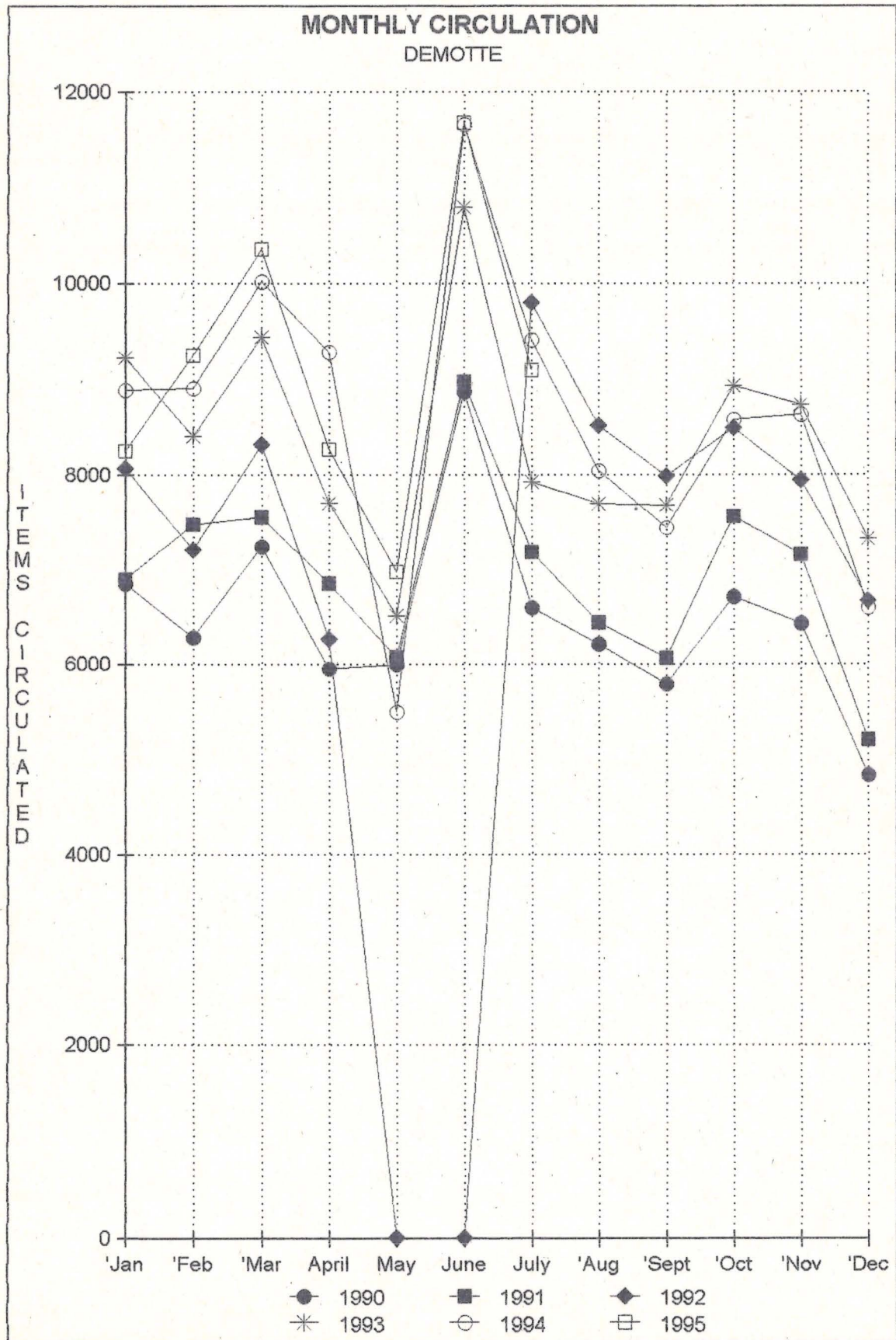
CIRCULATION STATISTICS

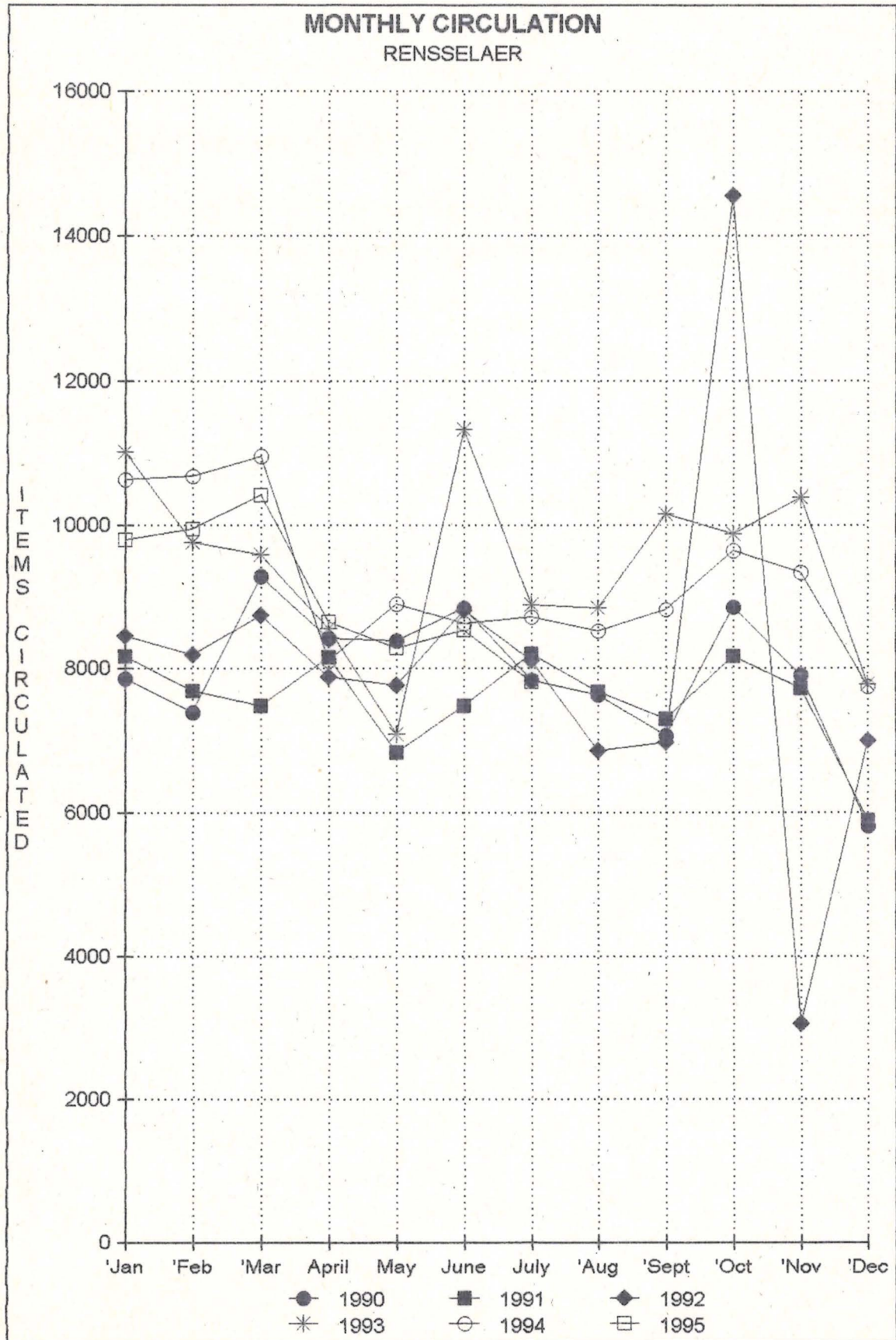
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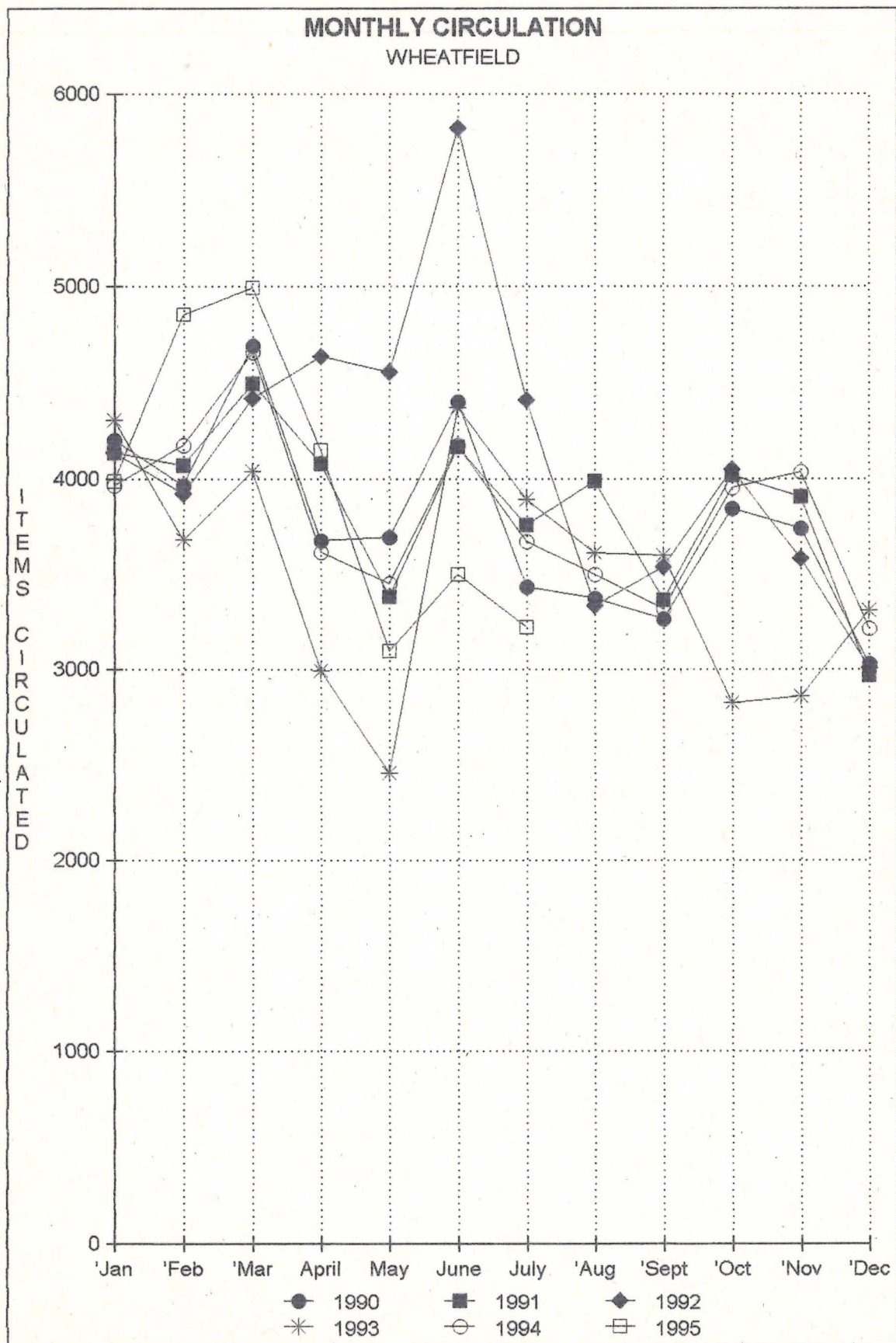
PERCENT INCREASE/DECREASE	-3.4%	-10.5%	-12.2%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	31505	45279	23677
Total Titles Owned	29461	41608	21594
Daily Avg Circulation	364	339	129
XX			
MONTHLY SYSTEM STATISTICS	1994	1995	% change
Circulation	20696	20117	-3%
Jan. to date circulation	151888	155053	2%

CIRCULATION BY PATRON CODE **July 1995**

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	815	9.6%	1016	14.1%	354	11.9%	2185	11.7%
Adult Female (1)	4531	53.3%	3537	49.1%	1596	53.9%	9664	51.7%
Juvenile 0-11 (2)	2048	24.1%	1407	19.5%	611	20.6%	4066	21.8%
YA 12-17 (3)	392	4.6%	248	3.4%	243	8.2%	883	4.7%
Nonresident No Fee (4)	49	0.6%	345	4.8%	14	0.5%	408	2.2%
Board/Staff (5)	344	4.0%	372	5.2%	145	4.9%	861	4.6%
School (6)	0	0.0%	25	0.3%	0	0.0%	25	0.1%
St. Joseph College (7)	1	0.0%	5	0.1%	0	0.0%	6	0.0%
State Library Card (8)	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Nonresident Fee (9)	133	1.6%	128	1.8%	0	0.0%	261	1.4%
Corporate (10)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal (11)	193	2.3%	123	1.7%	0	0.0%	316	1.7%
Total	8508		7206		2963		18677	
Total items borrowed by nonresidents	378	4.4%	626	8.7%	14	0.5%	1018	5.5%







JASPER COUNTY PUBLIC LIBRARY REFERENCE COUNT
Week of July 10-15, (Rensselaer: Week of July 24-29)

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	106	99	54	259
Telephone: Reference	123	78	37	238
In-person: Directional	133	126	85	344
In-person: Reference	179	104	47	330
Total	541	407	223	1171

Monthly Equivalent for July 1995

REFERENCE QUESTIONS				
Telephone: Directional	442	413	225	1122
Telephone: Reference	513	325	154	1031
In-person: Directional	554	525	354	1491
In-person: Reference	746	433	196	1430
Total	2254	1696	929	5074

Monthly Equivalent for June 1994

REFERENCE QUESTIONS				
Telephone: Directional	243	901	238	910
Telephone: Reference	347	676	87	1010
In-person: Directional	368	992	351	1400
In-person: Reference	953	1010	243	1911
Total	1911	3579	919	5230

Salary Changes - August 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	
Beedle, Marlene	Lib. Asst. 1	\$6.48	\$9,988.92	32	D	
Carden, Rebecca	Specialist 2	\$8.47	\$6,606.55	40	R	Start 8/28/95
Delger, Kim	Clerk	\$4.50	\$648.00	8	D	Start 8/28/95
Ferber, Pam	Librarian 2	\$13.46	\$14,931.63	32	W	Res. 8/31/95
Gallina, Kathleen	Specialist 2	\$8.47	\$11,011.05	40	R	Res. 7/21/95
Garwood, Kim	Librarian 2	\$13.92	\$28,956.80	40	R	Res. 8/5/95
Kooy, Diana	Librarian 1	\$10.25	\$7,818.02	32	W	Start 9/5/95

Explanation: Pam Ferber, Wheatfield Agency Librarian, will leave at the end of the month to take a position at Valparaiso University.

Diana Kooy, presently a Library Assistant II working 8 hours per week at DeMotte, will become the Agency Librarian at Wheatfield. Diana has a bachelor's degree and a Librarian V Indiana certification. She will be classified in a new classification between a Specialist II which does not require library science certification and Librarian II, the classification in which librarians with a master's degree in library science fall. Diana has worked for the library in various capacities since 1984.

Marlene Beedle will appropriate 3.5 hours of Diana's 8 hours at DeMotte.

Kim Delger, presently a volunteer at DeMotte, will be added as a Circulation Clerk for 8 hours per week. Because Diana's former salary as a Library Assistant II was higher than those of the persons replacing her, we can add to Marlene's hours and hire Kim for the same salary we formerly paid Diana.

Rebecca Carden will take Kathleen Gallina's position.

<u>Barbara Keeston</u>	<u>Miriam Lowry</u>
<u>Margaret Hohner</u>	<u>Robert Souza</u>
<u>Celine-Marie Egan</u>	

MEMORANDUM

Policies for Consideration in August:

Tobacco and Alcohol Policy
Bulletin Board Policy
Art Exhibit & Display Case Use Policy
Personnel Policy

The Policy Committee is recommending no changes to the Art Exhibit...Policy.

The Tobacco and Alcohol Policy would become a Food, Tobacco and Alcohol Policy if recommended changes are made, as noted in italics in the policy.

The Bulletin Board Policy has been rearranged and a few changes made. Portions in boxes replace the paragraph immediately preceding the box. Paragraphs have been numbered.

Changing the word "events" to "organizations" in the second paragraph makes it clear that sororities, clubs, etc. are encouraged to use the board as a communication tool. We eliminated the restriction against recruitment to clubs, and limited posters by size.

The Personnel Policy needs an added job classification to allow reasonable compensation for a certified Librarian V, Diana Kooy. Her position is not equivalent to a librarian with an MLS. MLS Librarians qualify by state regulations as Librarian I, II, or III dependent upon experience. Yet it is a definite step above a Library Specialist II who is not required to have a college degree and has taken no library science coursework or passed any state library science examinations.

The Policy Committee recommends that the job classification formerly listed as Technical Services/Agency Librarian be divided into two classifications: Librarian 1 and Librarian 2, with MLS librarians in the Librarian 2 classification and Librarian 4 and 5 in the Librarian 1 classification. They further recommend a separate salary schedule as noted on the accompanying pages of the policy. Changes are in boxed sections.

Vote: To approve the changes in the Bulletin Board Policy, Food, Alcohol and Tobacco Policy and Personnel Policy as recommended by the Policy Committee.

BULLETIN BOARD POLICY

1 JCPL bulletin boards serve as a medium of communication between the Library and the public and serve to promote the Library.

2 While first considerations are given to needs of the Library, notices of nonprofit civic, cultural, or educational events may be accepted for display as space permits.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural, or educational *organizations* may be accepted for display as space permits. Political or commercial advertisements shall not be accepted for display. *Posters and notices may not be larger than 8 1/2" by 11".*

3 Individual persons may advertise items or services for sale as space permits. These notices must be no larger than 3" by 5" in size and will be allowed to remain posted for only one week. Political or commercial advertisements or notices of recruitment to a particular group or club shall not be accepted for display.

Individuals or nonprofit groups may advertise items or services for sale as space permits. These notices must be no larger than 3" by 5" in size and will be allowed to remain posted for only one week.

4 However, the Library reserves the right to determine what shall be exhibited.

Notices need approval by the Library prior to posting. The Library reserves the right to determine what shall be exhibited.

5 All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for the content, for damage to notices or for their unauthorized removal from the display areas.

6 Containers for contributions may not be placed in the Library.

7 Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

8/94; rev. 8/95

FOOD, TOBACCO AND ALCOHOL POLICY

The use of tobacco products is not permitted in any part of the library buildings.

Food and beverages are prohibited in all public areas of the library, excluding the meeting rooms. Use of alcoholic beverages is prohibited on all library property.

8/95

ART EXHIBIT AND DISPLAY CASE USE POLICY

The Jasper County Public Library provides limited space for display of original works of art and crafts as well as display of private collections. Such exhibits are encouraged as a cultural expression of local community activity.

The use of the Library facilities for exhibits or displays is not a right but a privilege which is subject to review by an Exhibit Committee. This committee of library staff persons must approve any art work or collection before it can be displayed and will determine the most appropriate location for the exhibit.

Persons wishing to exhibit their work must submit the attached application to the Exhibit Committee.

Collection displays or art exhibits may be shown at the library for 60 day periods of time. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

No prices, sale notices nor advertising other than the artist's name, address and phone number may be affixed to artistic pieces.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk.

8/94

5. Each employee will be evaluated annually in writing. New employees will also be evaluated upon completion of their probationary period. The Director will be evaluated annually in March.
6. Close relatives of Board members or the staff shall not be employed by the Library.

SALARIES

1. Salaries

- 1.1 This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library. The review will also determine whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
- 1.2 The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
- 1.3 The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

1.4 Salary ranges

SALARIED (Based on 40 hours)

Director	To be determined by the Board
Librarian II	22,880-32,240
Librarian I	21,320-26,416
Bus. Mgr/Admin. Assistant	16,120- 22,048
Special Services Librarian	14,664- 19,594
Library Specialist I	14,664- 18,117
Library Specialist II	16,640- 20,613
Library Assistant I	11,440- 15,600
Library Assistant II	12,834- 16,828

HOURLY (based on hourly rate)

Janitor	6.50 - 8.10
Janitor/maintenance	7.00 - 8.65
Clerk	5.00 - 6.59
Page	4.50 - 5.25

1.5 Explanation of Schedule

- 1.5.1 Each position includes several steps within the minimum and maximum stated amounts. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First six months	Step 1	After 5 years	Step 7
Second six months	Step 2	After 6 years	Step 8
After 1 year	Step 3	After 7 years	Step 9
After 2 years	Step 4	After 8 years	Step 10
After 3 years	Step 5	After 9 years	Step 11
After 4 years	Step 6		

- 1.5.2 The first six months of employment is a probationary period. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.

- 1.5.3 Thereafter, advances in steps will be awarded in January. By January, an employee must have spent at least 4 months in a 6 month step or 8 months in a 12 month step before being eligible to advance to the next step. Otherwise, the employee remains in his/her present step until the following January.

1.6 Longevity

An employee who reaches the top of his/her salary range would receive longevity pay each year providing he/she is eligible for a salary increase. The amount would be calculated on service years adjusted to full-time equivalence.

The amounts are as follows:

\$250 per year	4-9 years service
\$300 per year	10-14 years service
\$350 per year	15-19 years service
\$400 per year	20 years and above

1.7 Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to advance to the next step or to receive longevity pay.

1.8 Changing Classifications

1.8.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

1.8.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

1.8.3 Upon promotion, an employee's salary shall immediately be raised to a rate in the new classification which will be above his/her present rate.

Employees who are promoted from one classification to a higher classification shall advance to the next step in January of the following year, if they have spent the requisite 4 or 8 months in their present step. (see 1.5.3 above)

1.9 Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical and typing work. May also work at circulation desk.

Library Assistant I: H.S. graduate. In addition to doing duties of a clerk, will do basic reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation.

Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building or a major department (adult or youth services or automated systems administration).

Special Services Librarian: College graduate responsible for area of library operation requiring extensive independent judgment and responsibility.

Business manager/Administrative Assistant: Manages business operations of Library System including supply inventory, financial records, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance Person: Responsible for cleaning and maintenance of library building.

Librarian I: Bachelor's degree and Indiana library certification. Responsible for one of the areas listed under Librarian II.

Librarian II: MLS degree. Responsible for children's and young adult services, or the operation, administration and management of DeMotte, Rensselaer or Wheatfield Library or the ordering, cataloging and processing of materials for the library system.

Director: MLS degree plus 2-3 years supervisory experience. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

SALARY SCHEDULE											
Effective 1/96											
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$4.50	\$4.75	\$5.00	\$5.25							
Clerk	\$5.00	\$5.25	\$5.67	\$6.09	\$6.59						
Library Assistant I	\$5.50	\$6.00	\$6.40	\$6.80	\$7.20	\$7.50					
Library Assistant II	\$6.17	\$6.49	\$6.89	\$7.29	\$7.69	\$8.09					
Janitor	\$6.50	\$6.50	\$6.85	\$7.25	\$7.65	\$8.10					
Janitor/Maintenance	\$7.00	\$7.00	\$7.35	\$7.75	\$8.15	\$8.65					
Library Specialist I	\$7.05	\$7.05	\$7.37	\$7.71	\$8.05	\$8.39	\$8.71				
Library Specialist II	\$8.00	\$8.00	\$8.38	\$8.77	\$9.16	\$9.54	\$9.91				
Special Services Librarian	\$7.05	\$7.05	\$7.43	\$7.93	\$8.43	\$8.93	\$9.42				
Bus.Mgr/Admin. Asst	\$7.75	\$7.75	\$8.19	\$8.67	\$9.15	\$9.63	\$10.11	\$10.60			
Librarian 1	\$10.25	\$10.25	\$10.65	\$11.05	\$11.45	\$11.90	\$12.30	\$12.70			
Librarian 2	\$11.00	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50

Adopted 6/93; rev. 4/94; 5/95(effective 1/1/96)

JCPL FINANCIAL STATEMENT

JULY 31, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$4,558.59	\$474,700.29	\$95,218.37	\$504,438.44	\$233,824.63
Investments \$115,000.00						
Public Library Access Card Fund	\$0.00	\$102.00	\$102.00	\$0.00	\$0.00	\$102.00
Gift Fund	\$4,794.34	\$1,500.00	\$2,079.00	\$1,164.26	\$2,923.01	\$3,950.33
DeMotte	\$2,362.04	\$0.00	\$389.00	\$8.34	\$1,484.12	\$1,266.92
Rensselaer	\$1,718.02	\$1,500.00	\$1,690.00	\$1,147.59	\$1,357.50	\$2,050.52
Wheatfield	\$714.28	\$0.00	\$0.00	\$8.33	\$81.39	\$632.89
Bond & Interest Redemption Fund	\$128,832.99	\$0.00	\$204,818.39	\$0.00	\$118,232.50	\$215,418.88
Investments \$215,000.00						
Host/Hospitality Fund	\$0.00	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments \$20,000.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Construction Fund	\$15,344.67	\$184.67	\$1,452.45	\$347.49	\$6,936.32	\$9,860.80
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	\$508.44	\$1,022.44	(\$287.14)
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	\$1,905.41	\$1,737.50	\$845.53
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$6,445.26	\$683,252.13	\$99,143.97	\$636,515.21	\$494,923.22

{CURRENT BANK BALANCES }
 DATE {31 Jul 95}

A1 {BANK ONE CHECKING }	B1 {	65572.91}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	9860.80}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	.00}
A4 {FIRST OF AMERICA BANK }	B4 {	19738.81}
A5 {DEMOTTE STATE BANK }	B5 {	29539.80}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	9060.19}
A7 {NBD BANK, N.A. }	B7 {	8438.66}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	2712.05}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	.00}
A10{CD #7900074936 }	B10{	.00}
A11{CD #7700834869 }	B11{	.00}
A12{CD #025211 }	B12{	150000.00}
A13{CD #7700863462 }	B13{	100000.00}
A14{CD #7700864247 }	B14{	100000.00}
A15{ }	B15{	.00}

TOTAL	B16{	494923.22}

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 20 Jul 95

EXPIRATION DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
15 SEP 95	7700863462	FIRST OF AMER	92 DAY	100000.00	5.68	140.01	15 JUN 95	.00	
15 DEC 95	025211	FIRST FED.SAV	182 DAY	150000.00	5.84	140.01-03	15 JUN 95	.00	
17 NOV 95	7700864247	FIRST OF AMER	120 DAYS	100000.00	5.75	140.01-02-0	20 JUL 95	.00	
--TOTALS--				350000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Jul 95

EXPIRATION DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 SEP 94	001-046-6211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
13 DEC 94	001-046-6212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	\$3236.11
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
28 APR 95	7900074936	FIRST OF AMER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	
10 JUL 95	7700834869	FIRST OF AMER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	1952.87	\$5817.38
--TOTALS--				800000.00				9053.49	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Jul 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	22545.42	16184.58	58%
1.12	SALARY OF ASSISTANTS	381564.00	.00	381564.00	30776.80	212565.00	168999.00	56%
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2092.00	15504.60	11314.40	58%
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2761.34	19171.80	14969.20	56%
1.22	UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	931.32	2307.73	-1067.73	186%
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	5741.50	16454.26	6763.74	71%
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	21.45	16340.45	994.99	4739.02	11601.43	29%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	467.83	1032.17	31%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	.00	641.37	308.63	68%
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	378.39	1829.56	2670.44	41%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	89.95	4089.95	29.88	2100.98	1988.97	51%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	2.05	17.95	10%
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	274.80	1747.98	1052.02	62%
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	.00	264.08	385.92	41%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	300.00	.00	300.00	.00	56.83	243.17	19%
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	93.71	2520.86	1479.14	63%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	2681.81	3745.94	1254.06	75%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	2500.00	.00	2500.00	67.50	382.50	2117.50	15%
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	.00	327.50	172.50	66%
3.21	TELEPHONE	25000.00	6.60	25006.60	2089.76	12735.86	12270.74	51%
3.22	POSTAGE	7500.00	54.50	7554.50	22.91	3245.74	4308.76	43%
3	TRAVELING EXPENSE	4000.00	.00	4000.00	391.75	1958.00	2042.00	49%
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	222.79	2705.92	3294.08	45%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	.00	390.73	109.27	78%
3.32	OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13%
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42	OTHER INSURANCE	18000.00	.00	18000.00	2183.00	10823.00	7177.00	60%
3.51	GAS	27000.00	.00	27000.00	740.66	10120.09	16879.91	37%
3.52	ELECTRICITY	57000.00	.00	57000.00	4157.71	23948.92	33051.08	42%
3.53	WATER	1600.00	.00	1600.00	61.00	454.40	1145.60	28%
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	147.67	1030.29	2169.71	32%
3.61	BUILDING & STRUCTURES	16000.00	5665.00	21665.00	4347.51	22513.56	-848.56	104%
3.62	EQUIPMENT	4000.00	.00	4000.00	445.95	1647.42	2352.58	41%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	149.65	100.35	60%
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	1800.00	.00	1800.00	.00	710.00	1090.00	39%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95	SERVICE CONTRACTS	10000.00	.00	10000.00	817.44	4727.81	5272.19	47%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	35000.00	.00	35000.00	4968.66	9732.91	25267.09	28%
4	LAND	.00	.00	.00	.00	.00	.00	0%
4	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	.00	1940.97	10059.03	16%
4.51	BOOKS	113000.00	.00	113000.00	9267.41	51325.94	61674.06	45%
4.52	PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	14425.78	27858.88	7182.97	80%
4.53	NONPRINTED MATERIALS	17000.00	.00	17000.00	866.92	8694.69	8305.31	51%
	-TOTAL-	954071.00	5879.35	959950.35	95218.37	504438.44	455511.91	53%

CHANGES TO APPROPRIATION REPORT
DATE 31 Jul 95

Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-2.21	20 Jun 95	89.95	REBATE ON COMET CLEANER-INTROD.O
100-3.21	10 Jul 95	6.60	LONG DISTANCE CALLS-REIMBURSEMEN
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.22	14 Jun 95	19.74	B&T Lease Books Postage Reimburs
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 31 Jul 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	709.31	4601.64	347.49	5857.32	-1255.68
	-TOTAL-	15344.67	1452.45	16797.12	347.49	6936.32	9860.80

CHANGES TO APPROPRIATION REPORT
DATE 31 Jul 95

Fund/Account No	Date	Amount	Explanation
180-3.61	08 Mar 95	743.14	REIMBURSED BY BLDG. CONTRACTORS
180-4.4	31 Jan 95	311.78	INTEREST EARNED 4TH QTR 1994
180-4.4	06 Apr 95	212.86	INTEREST EARNED 1st QUARTER 1995
180-4.4	31 Jul 95	184.67	INTEREST EARNED 2nd QUARTER 1995

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 95

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	02965	JASPER COUNTY PUBLIC LIBRARY	200000.00	10 JUL 95	CD #770083469 MATURED
COR.ENTRY	02966	JASPER COUNTY PUBLIC LIBRARY	-200000.00	10 JUL 95	ENTERED WRONG ACCT NUMBERS-C
TRANSFER	02967	JASPER COUNTY PUBLIC LIBRARY	200000.00	10 JUL 95	CD #770083469 MATURED
004705	02942	BACHMAN, CAROL	496.47	10 JUL 95	PAYROLL
004706	02956	JUDY T. BAKKER	60.50	10 JUL 95	PAYROLL
004707	02941	MARLENE BEEDLE	298.42	10 JUL 95	PAYROLL
004708	02959	YVONNE J. BEEVER	728.97	10 JUL 95	PAYROLL
004709	02964	AMY A. BROWN	65.42	10 JUL 95	PAYROLL
004710	02931	GLENDA BROWN	517.11	10 JUL 95	PAYROLL
004711	02935	RENEE CARR	270.81	10 JUL 95	PAYROLL
004712	02934	LYNN DAUGHERTY	1067.73	10 JUL 95	PAYROLL
004713	02962	PAULETTE EIERMAN	439.55	10 JUL 95	PAYROLL
004714	02940	JULIE EISELE	284.31	10 JUL 95	PAYROLL
004715	02925	CHARLOTTE FAGEN	612.09	10 JUL 95	PAYROLL
004716	02938	PAMELA FERBER	657.35	10 JUL 95	PAYROLL
004717	02945	GALLINA, KATHLEEN M.	525.03	10 JUL 95	PAYROLL
004718	02939	KIMBERLY GARWOOD	823.71	10 JUL 95	PAYROLL
004719	02954	MOLLY A. GATLIN	75.64	10 JUL 95	PAYROLL
004720	02961	HEATHER A. HOPP	110.23	10 JUL 95	PAYROLL
004721	02937	ROSE E. HOWARD	484.68	10 JUL 95	PAYROLL
004722	02943	GAIL M. JUNG	595.58	10 JUL 95	PAYROLL
004723	02957	ANGELA M. KARCH	90.76	10 JUL 95	PAYROLL
004724	02932	DIANA KOBY	118.36	10 JUL 95	PAYROLL
004725	02928	JOAN KOPANDA	359.70	10 JUL 95	PAYROLL
004726	02929	KROS, DIANE	487.29	10 JUL 95	PAYROLL
004727	02946	SHARON K. LEWIS	54.56	10 JUL 95	PAYROLL
004728	02953	LOEHRER, KAREN L.	408.14	10 JUL 95	PAYROLL
004729	02930	BONNIE POWELL	371.13	10 JUL 95	PAYROLL
004730	02963	ANNETTE M. PRATT	116.61	10 JUL 95	PAYROLL
004731	02926	SHARON SCHULENBERG	446.21	10 JUL 95	PAYROLL
004732	02933	EILEEN SPURGEON	84.78	10 JUL 95	PAYROLL
004733	02948	LYNN M. STALBAUM	67.72	10 JUL 95	PAYROLL
004734	02950	JACK STANDISH	363.91	10 JUL 95	PAYROLL
004735	02958	LORENE A. SUTTON	242.12	10 JUL 95	PAYROLL
004736	02927	JILL TACHTIRIS	518.03	10 JUL 95	PAYROLL
004737	02955	ELAINE WALING	73.69	10 JUL 95	PAYROLL
004738	02944	WEBSTER, RACHAEL D.	221.24	10 JUL 95	PAYROLL
004739	02936	WHITED, AMBER	264.48	10 JUL 95	PAYROLL
004740	02951	MARGARET M. WOODS	474.47	10 JUL 95	PAYROLL
004741	02949	LEANNE YORK	737.15	10 JUL 95	PAYROLL
004742	02987	BACHMAN, CAROL	451.26	25 JUL 95	PAYROLL
004743	02999	JUDY T. BAKKER	73.74	25 JUL 95	PAYROLL
004744	02986	MARLENE BEEDLE	334.68	25 JUL 95	PAYROLL
004745	03002	YVONNE J. BEEVER	728.97	25 JUL 95	PAYROLL
004746	03006	AMY A. BROWN	74.76	25 JUL 95	PAYROLL
004747	02976	GLENDA BROWN	473.74	25 JUL 95	PAYROLL
004748	02980	RENEE CARR	270.81	25 JUL 95	PAYROLL
004749	02979	LYNN DAUGHERTY	1067.73	25 JUL 95	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Jul 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004750	03004	PAULETTE EIERMAN	403.23	25 JUL 95	PAYROLL
004751	02985	JULIE EISELE	323.02	25 JUL 95	PAYROLL
004752	02970	CHARLOTTE FAGEN	612.09	25 JUL 95	PAYROLL
004753	02983	PAMELA FERBER	657.35	25 JUL 95	PAYROLL
004754	02990	GALLINA, KATHLEEN M.	525.03	25 JUL 95	PAYROLL
004755	02984	KIMBERLY GARWOOD	794.72	25 JUL 95	PAYROLL
004756	02997	MOLLY A. GATLIN	77.39	25 JUL 95	PAYROLL
004757	03003	HEATHER A. HOPP	99.02	25 JUL 95	PAYROLL
004758	02982	ROSE E. HOWARD	484.68	25 JUL 95	PAYROLL
004759	02988	GAIL M. JUNG	595.58	25 JUL 95	PAYROLL
004760	03000	ANGELA M. KARCH	92.66	25 JUL 95	PAYROLL
004761	02977	DIANA KOOY	108.22	25 JUL 95	PAYROLL
004762	02973	JOAN KOPANDA	359.70	25 JUL 95	PAYROLL
004763	02974	KROS, DIANE	487.29	25 JUL 95	PAYROLL
004764	02991	SHARON K. LEWIS	54.56	25 JUL 95	PAYROLL
004765	02996	LOEHRER, KAREN L.	349.11	25 JUL 95	PAYROLL
004766	02975	BONNIE POWELL	341.18	25 JUL 95	PAYROLL
004767	03005	ANNETTE M. PRATT	69.12	25 JUL 95	PAYROLL
004768	02971	SHARON SCHULENBERG	492.77	25 JUL 95	PAYROLL
004769	02978	EILEEN SPURGEON	56.52	25 JUL 95	PAYROLL
004770	02992	LYNN M. STALBAUM	102.86	25 JUL 95	PAYROLL
004771	02994	JACK STANDISH	343.49	25 JUL 95	PAYROLL
004772	03001	LORENE A. SUTTON	271.68	25 JUL 95	PAYROLL
004773	02972	JILL TACHTIRIS	472.77	25 JUL 95	PAYROLL
004774	02998	ELAINE WALING	115.29	25 JUL 95	PAYROLL
004775	02989	WEBSTER, RACHAEL D.	204.93	25 JUL 95	PAYROLL
004776	02981	WHITED, AMBER	229.56	25 JUL 95	PAYROLL
004777	02995	MARGARET M. WOODS	438.14	25 JUL 95	PAYROLL
004778	02993	LEANNE YORK	737.15	25 JUL 95	PAYROLL
013991	02847	ACORDIA OF CENTRAL INDIANA,	2183.00	10 JUL 95	PUBLIC OFFICIALS/EMPLOYEE LI
013992	02848	ACORDIA PERSONAL BENEFITS, I	1875.95	10 JUL 95	INS.PREMIUMS-WOODS,JUNG,EIER
013993	02849	AFFORDABLE COMMUNICATIONS	155.00	10 JUL 95	RENS. TELEPHONE REPAIRS-EXT.
013994	02850	AMERICAN BUSINESS DIRECTORIE	304.00	10 JUL 95	BOOKS
013995	02851	AMERICAN HERITAGE	198.85	10 JUL 95	BOOKS
013996	02852	BAKER & TAYLOR BOOKS	223.80	10 JUL 95	CONTINUATIONS-BOOKS
013997	02853	BAKER & TAYLOR	5346.78	10 JUL 95	BOOKS, GIFT BOOKS, VIDEOS
013998	02854	BEN FRANKLIN	3.20	10 JUL 95	POSTER BOARD-DEMOTTE
013999	02855	BETTY A. HUFF (PAS-TIME BOO	72.81	10 JUL 95	BOOKS, CASSETTES
014000	02856	CENTRAL STATES SALES CORPORA	167.70	10 JUL 95	LIGHT BULBS
014001	02857	CHARLOTTE FAGEN	22.00	10 JUL 95	VOLUNTEER NAMEBADGES
014002	02859	CHILD'S WORLD	328.27	10 JUL 95	BOOKS
014003	02860	CIRCLE "R" MECHANICAL, INC.	123.00	10 JUL 95	BLDG. REPAIRS-DEMOTTE LIB.
014003	02968	CIRCLE "R" MECHANICAL, INC.	-123.00	10 JUL 95	VOID CHECK #014003 & VOUCHER
014004	02861	COUNTRYSIDE LANDSCAPING/GARD	890.00	10 JUL 95	BARK & YARD MTNCE-DEMOTTE
014005	02862	CUSTOM LAWN CARE	333.00	10 JUL 95	RENS-JUNE LAWN CARE
014006	02863	DIANA KOOY	5.50	10 JUL 95	ALA
014007	02864	DISCOUNT WIRING MATERIALS, I	107.10	10 JUL 95	FLUORESCENT BULBS
014008	02865	DIVISION OF ELEVATOR SAFETY	52.00	10 JUL 95	ELEVATOR INSPECTION

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----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Jul 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014009	02866	DUMAS & MORIARTY	67.50	10 JUL 95	TELEPHONE CONFERENCES
014010	02867	EDUCATION RECORD CENTER	139.99	10 JUL 95	A.V.-BOOK/CASSETTES
014011	02868	FACTS ON FILE, INC.	627.00	10 JUL 95	SCIENCE ON FILE-TO 8/96
014012	02869	FILIP INC.	29.88	10 JUL 95	JANITORIAL PRODUCTS
014013	02870	GAIL JUNG	66.50	10 JUL 95	MILEAGE/PARKING, ALA CONF.
014014	02871	GAIL JUNG	25.07	10 JUL 95	DEMOTTE PETTY CASH
014015	02872	GALE RESEARCH INC.	118.25	10 JUL 95	BOOKS-STAT.ABSTRACT,POP.MUSI
014016	02873	GOODWIN FIRE EQUIPMENT	60.95	10 JUL 95	FIRE EXTINGUISHER INSPECTION
014018	02874	GRUNKO FILMS INC.	54.90	10 JUL 95	VIDEOS
014019	02875	GTI	2650.46	10 JUL 95	PATRON CARDS & BARCODE LABEL
014020	02876	HAMMOND PUBLIC LIBRARY GIFT	5.00	10 JUL 95	POSTAGE
014021	02877	HERITAGE OFFICE PRODUCTS, IN	887.26	10 JUL 95	SERVICE CONTRACT,DRUM-DEM.,N
014022	02878	INDIANA DEPT.OF WORKFORCE DE	931.32	10 JUL 95	2ND QTR.UNEMPLOYMENT COMP.PA
014023	02879	INFORMATION ACCESS COMPANY	14415.33	10 JUL 95	MAG.INDEX CD-ROM SUBSC.-TO 7
014024	02881	JILL TACHTIRIS	37.50	10 JUL 95	MILEAGE
014025	02882	JOURNAL AND COURIER	60.00	10 JUL 95	RENS.NEWSPAPER SUBSC. TO 12/
014026	02883	K.V.ELECTRIC	45.00	10 JUL 95	HANG FLAG POLE ROPES-DEMOTTE
014027	02884	KANKAKEE VALLEY POST NEWS	59.00	10 JUL 95	DEM & WH NEWSPAPER SUBSC.TO
014028	02885	KAREN LOEHRER	91.25	10 JUL 95	MILEAGE/PARKING, ALA CONF.
014029	02886	LDDS COMMUNICATIONS	1131.00	10 JUL 95	LONG DISTANCE CARRRIER & DAT
014030	02887	LORI SUTTON	8.00	10 JUL 95	ALA CONF.
014031	02888	LYNN DAUGHERTY	194.35	10 JUL 95	ALA CONF,INTERNET WKSP,MILEA
014032	02889	MARGE HOHNER	13.00	10 JUL 95	MILEAGE-JUNE BD. MEETING
014033	02890	MARSHALL CAVENDISH CORPORATI	2225.69	10 JUL 95	BOOKS
014034	02891	NATIONAL GEOGRAPHIC SOCIETY	13.90	10 JUL 95	BOOK
014035	02892	NIPSCO	1893.08	10 JUL 95	DEMOTTE-UTILITIES-MAY 1995
014036	02893	NORTHWESTERN INDIANA TELEPHO	144.67	10 JUL 95	TELEPHONE-RENS.-JULY
014037	02894	OXFORD UNIVERSITY PRESS	64.00	10 JUL 95	BOOKS
014038	02895	PAM FERBER	5.50	10 JUL 95	MILEAGE
014039	02896	PEGGY WOODS	26.50	10 JUL 95	MILEAGE & ALA CONF.
014040	02897	PHILIP E. HOWARD	15.00	10 JUL 95	LAWN CARE-WHEATFIELD
014041	02898	PHILIP N. HOWARD	90.00	10 JUL 95	LAWN CARE-WHEATFIELD
014042	02899	POLITICAL RESEARCH, INC.	243.00	10 JUL 95	BOOKS
014043	02900	POST TRIBUNE	148.20	10 JUL 95	SUBSCRIPTION-DEM LIB. TO 7/1
014044	02901	PRECISION CONTROL SYSTEMS, I	2052.00	10 JUL 95	HVAC REPAIRS-DEM & RENS.
014045	02902	PUBLIC EMPLOYEES' RETIREMENT	8612.32	10 JUL 95	2ND QTR PAYMENT 1995
014046	02903	QUILL	350.63	10 JUL 95	COMPUTER & TYPE RIBBONS,TAPE
014047	02904	ROHAN SERVICE AGENCY OF SO.B	4899.97	10 JUL 95	A-C REPAIRS & MTNCE CONTRACT
014048	02905	SALEM PRESS, INC.	450.00	10 JUL 95	CD-ROM MASTERPLOTS-DEM.
014049	02906	SANDRA BURNISON	33.05	10 JUL 95	THE TIMES NEWSPAPER-CARRIER
014050	02907	SECURITY COURIERS CORP.	817.44	10 JUL 95	TRANSPORT SERVICE TO 6/30/95
014051	02908	SUDANCO AFFORDABLE ALTERNATI	31.35	10 JUL 95	A.V. LABELS
014052	02909	TEETERS CULLIGAN	29.75	10 JUL 95	JULY WATER COOLER RENTAL & W
014053	02910	THE TIMES	83.20	10 JUL 95	WHEATFIELD-ONE YR.SUBSC.TO 6
014054	02911	TIME-LIFE EDUCATION	15.18	10 JUL 95	BOOK
014055	02912	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 JUL 95	SEWAGE-WHEATFIELD LIB.-MAY 1
014056	02913	TOWN OF DEMOTTE	50.00	10 JUL 95	SPENCER PARK RESERVATION-8/2
014057	02914	TREASURER OF THE STATE OF IN	12.00	10 JUL 95	BOOKS-ROSTER OF STATE & LOCA

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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014058	02915	UNITED TELEPHONE COMPANY	651.26	10 JUL 95	TELEPHONE-JULY-RENS.
014059	02916	WALSTRA	210.00	10 JUL 95	MAY LAWN CARE-DEMOTTE
014060	02917	WAL-MART STORES, INC.	117.76	10 JUL 95	VIDEOS, CHILDREN PROGRAM SUP
014061	02918	WILCO PICK & SAVE	4.59	10 JUL 95	CHILDREN PROGRAM SUPPLIES-RE
014062	02919	YVONNE BEEVER	249.94	10 JUL 95	INTERNET,ALA CONF.,MILEAGE
014063	02920	DEMCO	352.23	10 JUL 95	BEAN BAG CHAIR-RENS BLDG. PR (only \$ 87.39)
014064	02921	T.C. & M., INC.	307.70	10 JUL 95	GLOBES FOR OUTDOOR LIGHT FIX (only \$215.16)
014065	02922	WALGREEN'S	68.93	10 JUL 95	POSTER FRAMES (RENS. BLDG. P (only \$ 44.94)
014067	02924	CAROL BACHMAN	11.00	10 JUL 95	MILEAGE
014068	02940	BANK ONE	4434.89	10 JUL 95	FED & FICA TAX LESS EIC-10 J
014069	02955	INDIANA DEFERRED COMPENSATIO	135.00	10 JUL 95	WITHHELD FROM 10 JUL 95 PAYR
014070	02969	JASPER COUNTY PUBLIC LIBRARY	100000.00	19 JUL 95	TO PURCHASE 30 DAY CD
014071	03007	BANK ONE	4318.21	25 JUL 95	FICA & FED TAX WITHHELD LESS
014072	03008	INDIANA DEFERRED COMPENSATIO	135.00	25 JUL 95	WITHHELD FROM 25 JUL 95 PAYR
014073	03009	INDIANA DEPARTMENT OF REVENUE	1507.82	25 JUL 95	STATE & COUNTY TAX WITHHELD
014074	03010	CITY OF RENSSELAER	2105.94	25 JUL 95	JUNE UTILITIES-RENS.
014075	03012	NIPSCO	2921.53	25 JUL 95	UTILITIES-MAY,JUNE-DEM.; JUN
014075	03015	NIPSCO	-2921.53	25 JUL 95	VOID CHECK & VOUCHER #03012
014076	03013	TOWN OF WHEATFIELD SEWER WOR	41.05	25 JUL 95	JULY SEWAGE-WHEATFIELD
014077	03014	UNITED TELEPHONE COMPANY	162.83	25 JUL 95	TELEPHONE-WHEATFIELD-JULY
014078	03016	NIPSCO	1028.45	25 JUL 95	UTILITIES-DEM.GAS(MAY-JUNE);

--TOTAL AMOUNT OF CLAIMS-- 399143.97

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 399143.97. Dated 14 AUG 95.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 1995

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
FINES & FEES.....			\$1,514.94	\$13,444.31
DeMotte	\$549.60	\$5,072.66		
Rensselaer	\$641.65	\$5,493.86		
Wheatfield	\$323.69	\$2,877.79		
PHOTOCOPIES.....			\$439.50	\$4,064.91
DeMotte	\$177.20	\$1,496.65		
Rensselaer	\$171.75	\$1,893.79		
Wheatfield	\$90.55	\$674.47		
CARDS.....			\$39.50	\$478.00
DeMotte	\$2.50	\$193.00		
Rensselaer	\$26.50	\$252.00		
Wheatfield	\$10.50	\$33.00		
INTEREST.....			\$2,558.05	\$9,206.74
TAXES.....			\$0.00	\$440,983.00
Property Tax	\$0.00	\$258,380.58		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$27,686.56		
Local Option/Certified Shares	\$0.00	\$140,608.50		
Local Option/Property Tax Repl.	\$0.00	\$13,502.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$6.60	\$6,523.33
B&T - Book Lease Postage	\$0.00	\$107.35		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg.Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$0.00	\$21.45		
Bldg.Insurance Claims/Refunds	\$0.00	\$5,695.00		
A&R News Agency-Chgo.Trib.Ref	\$0.00	\$41.85		
Proctor & Gamble-Rebate(Comet)	\$0.00	\$89.95		
K.Garwood-telephone calls	\$6.60	\$6.60		
TOTAL OPERATING FUND RECEIPTS.....			\$4,558.59	\$474,700.29
PLAC.FUND.....			\$102.00	\$102.00
GIFT FUNDS.....			\$1,500.00	\$2,079.00
DeMotte	\$0.00	\$389.00		
Rensselaer	\$1,500.00	\$1,690.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$204,818.39
Property Tax	\$0.00	\$184,476.33		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$19,767.42		
HOST/HOSPITALITY FUND.....			\$100.00	\$100.00
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$184.67	\$1,452.45
Interest Earned	\$184.67	\$709.31		
Bldg.Contractor-Reimbursement	\$0.00	\$743.14		
TOTAL RECEIPTS ALL FUNDS.....				

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

08 Aug 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004789	03017	CHARLOTTE FAGEN	612.09	10 AUG 95	PAYROLL
004805	03018	SHARON SCHULENBERG	492.77	10 AUG 95	PAYROLL
004809	03019	JILL TACHTIRIS	518.03	10 AUG 95	PAYROLL
004799	03020	JOAN KOPANDA	445.75	10 AUG 95	PAYROLL
004800	03021	KROS, DIANE	492.52	10 AUG 95	PAYROLL
004803	03022	BONNIE POWELL	371.13	10 AUG 95	PAYROLL
004784	03023	GLENDA BROWN	517.11	10 AUG 95	PAYROLL
004798	03024	DIANA KOBY	104.84	10 AUG 95	PAYROLL
004806	03025	EILEEN SPURGEON	56.52	10 AUG 95	PAYROLL
004786	03026	LYNN DAUGHERTY	1067.73	10 AUG 95	PAYROLL
004785	03027	RENEE CARR	311.61	10 AUG 95	PAYROLL
004812	03028	WHITED, AMBER	229.56	10 AUG 95	PAYROLL
004795	03029	ROSE E. HOWARD	528.45	10 AUG 95	PAYROLL
004790	03030	PAMELA FERBER	657.35	10 AUG 95	PAYROLL
004792	03031	KIMBERLY GARWOOD	70.75	10 AUG 95	PAYROLL
004788	03032	JULIE EISELE	310.84	10 AUG 95	PAYROLL
004781	03033	MARLENE BEEDLE	336.95	10 AUG 95	PAYROLL
004779	03034	BACHMAN, CAROL	496.47	10 AUG 95	PAYROLL
004796	03035	GAIL M. JUNG	579.69	10 AUG 95	PAYROLL
004811	03036	WEBSTER, RACHAEL D.	204.93	10 AUG 95	PAYROLL
004791	03037	GALLINA, KATHLEEN M.	525.04	10 AUG 95	PAYROLL
004801	03038	SHARON K. LEWIS	81.85	10 AUG 95	PAYROLL
004807	03039	LYNN M. STALBAUM	77.39	10 AUG 95	PAYROLL
004814	03040	LEANNE YORK	737.15	10 AUG 95	PAYROLL
004808	03041	JACK STANDISH	366.45	10 AUG 95	PAYROLL
004813	03042	MARGARET M. WOODS	474.47	10 AUG 95	PAYROLL
004802	03043	LOEHRER, KAREN L.	380.70	10 AUG 95	PAYROLL
004793	03044	MOLLY A. GATLIN	77.39	10 AUG 95	PAYROLL
004810	03045	ELAINE WALING	115.29	10 AUG 95	PAYROLL
004780	03046	JUDY T. BAKKER	90.76	10 AUG 95	PAYROLL
004797	03047	ANGELA M. KARCH	75.64	10 AUG 95	PAYROLL
004782	03048	YVONNE J. BEEVER	765.31	10 AUG 95	PAYROLL
004794	03049	HEATHER A. HOPP	128.91	10 AUG 95	PAYROLL
004787	03050	PAULETTE EIERMAN	377.88	10 AUG 95	PAYROLL
004804	03051	ANNETTE M. PRATT	120.57	10 AUG 95	PAYROLL
004783	03052	AMY A. BROWN	127.81	10 AUG 95	PAYROLL
014079	03053	BANK ONE	4210.05	10 AUG 95	FICA & FED TAX WITHHELD LESS
014080	03054	INDIANA DEFERRED COMPENSATIO	135.00	10 AUG 95	WITHHELD FROM 10 AUG 95 PAYR
014081	03055	NORTHWESTERN INDIANA TELEPHO	145.13	10 AUG 95	TELEPHONE-DEMOTTE-AUGUST 199
014082	03056	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 AUG 95	DEMOTTE-SEWAGE-JUNE 1995
VOID	03057	EDUCATION RECORD CENTER	-139.99	08 AUG 95	VOID CK. #014010 & VOUCHER #
014083	03058	ACORDIA PERSONAL BENEFITS, I	560.10	14 AUG 95	QTLY PREMIUM-KROS & EISELE
014084	03059	ALL-PHASE ELECTRIC SUPPLY CO	64.77	14 AUG 95	FLOOD LIGHT GASKETS
014085	03060	AVC CORPORATION	188.00	14 AUG 95	AUGUST & SEPTEMBER SERV. AGR
014086	03061	BARBARA LEESTMA	57.50	14 AUG 95	ALA CONFERENCE MILEAGE & TOL
014087	03062	BEN FRANKLIN	10.31	14 AUG 95	POSTERS-DEMOTTE
014088	03063	BIERMA HARDWARE, INC.	21.04	14 AUG 95	LAWN SEED, FERTILIZER, STRAW
014089	03064	BETTY A. HUFF (PAS-TIME BOO	116.86	14 AUG 95	BOOKS

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

08 Aug 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
014138	03115	SUDANCO AFFORDABLE ALTERNATI	11.95	14 AUG 95	DATE DUE LABELS-VIDEO CASSET	
014139	03116	SUNSET PUBLICATIONS, INC.	14.72	14 AUG 95	VIDEO	
014140	03117	TEETERS CULLIGAN	9.95	14 AUG 95	AUGUST WATER COOLER RENTAL	
014141	03118	TIME WARNER VIEWER'S EDGE	68.60	14 AUG 95	VIDEOS	
014142	03119	TYSEN'S COUNTRY GROCERY, INC	114.33	14 AUG 95	SUMMER READ.PROG-D.; PLEDGE,	
014143	03120	U.S. TOY CO., INC.	29.42	14 AUG 95	SUMMER READING PROG-RENS.	
014144	03121	UNITED TELEPHONE COMPANY	668.87	14 AUG 95	RENSSELAER-TELEPHONE-AUGUST	
014145	03122	WAL-MART STORES, INC.	8.80	14 AUG 95	SUMMER READING PROG. SUPPLIE	
014146	03123	WALSTRA FINE CUT	132.00	14 AUG 95	JUNE LAWN CARE-DEMOTTE	
014147	03124	WILLIAM A. DOWELL	25.00	14 AUG 95	3X5 U.S. FLAG-WHEATFIELD	
014148	03125	YVONNE BEEVER	86.77	14 AUG 95	MILEAGE & INTERNET WORKSHOP	
onstr. Fund	014149	03126	WALGREEN'S	83.95	14 AUG 95	FILM, POSTER FRAMES-RENS. BL (only \$22.98)
--TOTAL AMOUNT OF CLAIMS--			39523.97			

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 39523.97. Dated 14 AUG 95.

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AGENDA

**Jasper County Public Library Board of Trustees,
Monday, August 28, 1995, 7:00 PM
Rensselaer**

Special Budget Meeting

The Board will meet to vote on the 1996 budget.

Adjournment

CIRCULATION BY ITEM FINE CODE

July 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	22	26	18	66
100 (1)	35	46	22	103
200 (2)	28	34	12	74
300 (3)	170	155	71	396
400 (4)	6	4	0	10
500 (5)	65	46	43	154
600 (6)	440	367	214	1021
700 (7)	200	267	99	566
800 (8)	30	61	14	105
900 (9)	136	114	46	296
B (10)	102	89	34	225
j000 (11)	7	15	7	29
j100 (12)	18	7	6	31
j200 (13)	21	4	1	26
j300 (14)	29	51	11	91
j400 (15)	5	1	2	8
j500 (16)	222	116	68	406
j600 (17)	115	63	22	200
j700 (18)	122	201	30	353
j800 (19)	37	13	8	58
j900 (20)	53	37	12	102
jB (21)	43	14	9	66
FIC (22)	1450	1571	342	3363
yaFIC (23)	61	134	114	309
LARGE PRINT (24)	64	53	19	136
jFIC (25)	473	437	177	1087
jE (26)	1228	944	368	2540
jER (27)	537	137	63	737
Magazines (28)	755	406	242	1403
Games/Toys (29)	0	15	0	15
Filmstrips (30)	1	0	0	1
Microforms (31)	0	0	0	0
Cassettes (32)	114	160	26	300
jCassettes (33)	73	68	25	166
Compact Discs (34)	172	196	153	521
jCompact Discs (35)	4	2	0	6
Sound Recordings (36)	8	21	4	33
jSound Recordings (37)	1	7	1	9
Software (38)	0	0	0	0
Vertical File (39)	78	18	3	99
Equipment (40)	1	0	0	1
yapFIC (41)	468	223	158	849
jpFIC (42)	407	196	74	677
Reference (43)	33	25	12	70
Genealogy (44)	0	1	0	1
jMagazines (45)	127	20	50	197
VHS (46)	652	882	397	1931
Free reads	478	553	246	1277
Puzzles				0
Talking books		3		3
Assignment shelf books				0
TOTAL	9091	7803	3223	20117

SEPT.

AGENDA

**Jasper County Public Library Board of Trustees
Monday, September 11, 1995, 7:00 PM
Rensselaer**

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance (R 3)	
D. Policy committee recommendations (R 5)	
E. Advance Draw (R 27)	
<u>General Business</u>	
A. Processing fee for lost/damaged materials (R 11-12)	Action
B. Legislative Issues Survey (R 13)	Discussion
C. Library Scrapbook (R 27)	Discussion
D. Dress-Down Day (R 27)	Action
E. Kelly Services (R 28)	Action
<u>Director's Report</u> (R 27-29)	Information
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....August 14, 1995
Monthly Meeting of the Jasper County Public Library Board of Trustees 7:00 PM
Wheatfield Library

Present: Robert Souza, Barbara Leestma, Anne-Marie Egan, Marge Hohner, Miriam Lawyer, Lynn Daugherty. Absent: Mary Linda Casey, Wilbur Doty

1. **AGENDA:** The Agenda format was approved on a motion by Miriam Lawyer, seconded by Anne Marie Egan. Motion passed.
2. **CONSENT AGENDA:** Marge Hohner made a motion to accept the July Minutes, Bills/Financial Reports, and Salary Changes as presented. Miriam Lawyer seconded the motion. All were in favor.
3. **1996 BUDGET HEARING:** There weren't any citizens to speak before the Board at this hearing. Tax receipts for 1996 will be higher than advertised according to information received at the Budget Workshop reducing the amount we would need to raise to meet our budget. Also, the percentage of the tax levy increase (10%) advertised was incorrect. It should read 6%. The consensus of the Board is to leave the 1996 Budget as advertised. Any changes would not increase the bottom line.

Budget will be approved and passed at a special August 28th meeting at 7:00 p.m. at the Rensselaer Library for this purpose. (The Board noted that next year we advertise this meeting to be held during the daytime.)

4. **STAFF DEVELOPMENT WORKSHOP:** The Director reported due to the intensity and length of the Problem Patron portion of the workshop it would be more beneficial to complete it in one morning than over two mornings a week apart. The second part of the workshop on Tough Reference Questions would be postponed until another time. On a motion by Barbara Leestma, seconded by Anne Marie Egan, the board voted to approve the closing of the libraries from 9:00am-1:00pm on October 6 for the Staff Development Workshop instead of the two half-days as previously agreed at the June 12 meeting.
5. **POLICY COMMITTEE:** Anne Marie Egan moved, seconded by Marge Hohner, to accept the changes made by the Policy Committee for the Food, Tobacco And Alcohol Policy, Bulletin Board Policy, and Personnel Policy. The Personnel Policy changes divided the Librarian classification into a Librarian I and Librarian II classification, depending on the librarian's certification level. Vote was unanimous. The Art Exhibit & Display Case Use Policy was reviewed, but no changes made.
6. **BOARD/STAFF FAMILY PICNIC:** With the high heat temperatures we are experiencing this summer, the picnic has been postponed to late September or early October. Staff will reschedule a Sunday afternoon picnic or possibly have a hayride.

7. **NILBA DINNER:** Since the Court Restaurant in Valpo is not handicapped accessible, JCPL will host the dinner at *Baum's Bridge* on August 30, 1995. Reservations and dinner menu selections need to be made before August 21st. Lynn will prepare a Fact Sheet on Jasper County for this event.

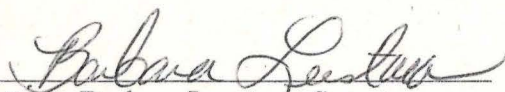
8. **DIRECTOR'S REPORT:** Many personnel changes are taking place at all three libraries. Diana Kooy will begin her duties as Librarian at Wheatfield on Sept. 5th. DeMotte will give 3-1/2 more hours to Marlene Beedle, and has hired Kim Delger as an 8 hour per week Circulation Clerk to fill their needs. Rebecca Carden has been hired as the new Rensselaer Youth Services Specialist. The Circulation Clerk and Headquarter's Librarian positions at Rensselaer are yet to be filled. Charlotte Fagen will be absent for 4-6 weeks for surgery scheduled later this month. Children's programs will be delayed until her return at DeMotte.

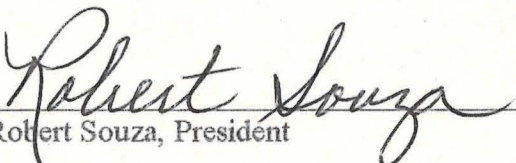
Our fourth air conditioning compressor of 1995 was installed on August 10th. A Trane Specialist has made some adjustments to the air conditioning at Rensselaer so it is more compatible with our HVAC system. It is hoped that these will resolve any future problems.

The Rensselaer Republican has requested permission to hold training sessions at the Rensselaer Library from 8:30-10:00 a.m. every Thursday for approximately six months. Miriam Lawyer moved to grant permission to the end of this year as long as the room was not needed for library events and in return for excellent news coverage of library events. Motion was seconded by Barbara Leestma. Motion passed.

9. **BOARD WELCOME LETTER:** The short form of the letter welcoming new staff was selected.

With no further business the meeting was adjourned at 7:55 p.m. on a motion by Barbara Leestma, seconded by Miriam Lawyer.


Attest: Barbara Leestma, Secretary


Robert Souza, President

Minutes.....August 28, 1995
Special Meeting of the Jasper County Public Library Board of Trustees
Rensselaer Library 7:00 PM

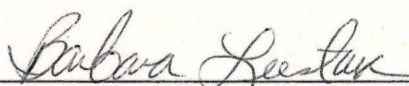
Present: Barbara Leestma, Bob Souza, Anne-Marie Egan, Wilbur Doty, Mary Linda Casey, and Lynn Daugherty

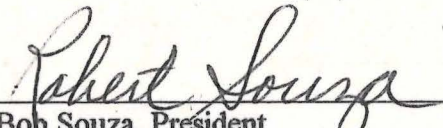
The adoption of the 1996 budget was discussed. Motion by Wilbur Doty :

Having duly advertised and held a budget hearing on the 1996 Jasper County Public Library budgets pursuant to law, I move to adopt the 1996 Library Operating Fund budget in the amount of \$1,062,492, the 1996 Library Improvement Reserve Fund budget in the amount of \$54,004, and the 1996 Bond and Interest Redemption Fund budget in the amount of \$436,015, resulting in tax levies of \$.2081 for the Operating Fund and \$.1296 for the BIRF fund on each one hundred dollars assessed valuation.

The motion was seconded by Anne-Marie Egan, and the budgets were unanimously adopted as advertised.

The meeting was adjourned on a motion by Barbara Leestma, seconded by Mary Linda Casey.


Attest: Barbara Leestma, Secretary


Bob Souza, President

Salary Changes - September 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	
Bakker, Judy	Page	\$4.30	\$1,650.00	10	D	Res. 8/95
Belstra, Courtney	Page	\$4.25	\$573.75	10	D	Start 8/29/95
Hopp, Heather	Page	\$4.30	\$1,876.61	10	R	
Rusher, Lisa	Circ. Clerk	\$4.50	\$2,677.50	35	R	Start 8/21/95

Explanation: Judy Bakker resigned as a DeMotte page to work more hours at another job. Courtney Belstra, DeMotte, replaced her.

Heather Hopp will be receiving her 6 month step raise on September 15.

Lisa Rusher, Rensselaer, has taken the Circulation Clerk position at Rensselaer.

<u>Miriam Langer</u>	<u>William D. Doty</u>
<u>Barbara Lestera</u>	<u>Genevieve Egan</u>
<u>Margie Hopkins</u>	<u>Maybelle Cox</u>
<u>Robert Souza</u>	

MEMORANDUM

Policy Revisions

Policy Committee Recommendations

Library Behavior Policy
Holiday Policy
Board/Staff Privileges Policies

Summary: The Policy Committee has decided to recommend that no changes be made to any of the above policies.

Next Step(s). We recommend that these policies be adopted by the Library Board without change.

Vote: To make no changes to the Library Behavior Policy, Holiday Policy, Board/Staff Privileges Policies.

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
August 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5550	5811	2297	13658
Added this month	168	205	44	417
Withdrew this month	100	116	11	227
Total registered	5618	5900	2330	13848
Non-resident, paying	33	37	1	71
PLAC card users	0	5	0	5
Reciprocal borrowers	112	68	4	184
XX				
INTRALIBRARY LOANS FILLED	161	129	67	357
LOCAL HISTORY				
In person		38		38
Letters written		5		5
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	12	88	38	138
Computer software used		97	48	145
VCR Use	3	0	7	10
Microforms		80		80
CD ROM software used	25	19	2	46
Public use of FAX service	14	23	9	46
Typewriter use	5	4	6	15
Other equipment used		5		5
OTHER LIBRARY SERVICES USED				
Walking book visits		1		1
Notarized documents	3	3		6
Meeting Room Use (number of groups)	21	14	10	45
Study room use	2	15	2	19
XX				
INTERLIBRARY LOANS				
Requests made for:	40	51	29	120
Items rec'd for:	33	21	13	67
Items outstanding:	7	30	16	53
Items from Indiana libraries	27	17	12	56
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	0.2%	-2.9%	-16.2%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	31828	45594	23800
Total Titles Owned	29778	41916	21711
Daily Avg Circulation	310	307	108
XX			
MONTHLY SYSTEM STATISTICS	1994	1995	% change
Circulation	20146	19261	-4%
Jan. to date circulation	172034	174314	1%

CIRCULATION BY PATRON CODE
August '95

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	807	10.7%	920	11.8%	336	12.1%	2063	11.4%
Adult Female (1)	4222	56.2%	4104	52.9%	1576	56.7%	9902	54.8%
Juvenile 0-11 (2)	1342	17.9%	1434	18.5%	450	16.2%	3226	17.9%
YA 12-17 (3)	437	5.8%	395	5.1%	223	8.0%	1055	5.8%
Nonresident No Fee (4)	33	0.4%	214	2.8%	5	0.2%	252	1.4%
Board/Staff (5)	280	3.7%	342	4.4%	180	6.5%	802	4.4%
School (6)	0	0.0%	27	0.3%	0	0.0%	27	0.1%
St. Joseph College (7)	0	0.0%	29	0.4%	0	0.0%	29	0.2%
State Library Card (8)	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Nonresident Fee (9)	182	2.4%	146	1.9%	0	0.0%	328	1.8%
Corporate (10)	0	0.0%	71	0.9%	0	0.0%	71	0.4%
Reciprocal (11)	207	2.8%	80	1.0%	8	0.3%	295	1.6%
Total	7510		7765		2778		18053	
Total items borrowed by nonresidents	422	5.6%	499	6.4%	13	0.5%	934	5.2%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
August 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)				0
Number attending				0
YA Programs (14-17)	1		4	5
Number attending	41		8	49
Adult Programs		2		2
Number attending		31	24	55
Senior Citizen Programs				0
Number attending				0
TOTAL NO. OF PROGRAMS	1	2	4	7
TOTAL PERSONS ATTENDING	41	31	32	104

MEMORANDUM

Processing Fees

Summary: When library materials are determined to be lost or damaged beyond repair, patrons are asked to pay the present retail cost of the item plus a \$1.00 processing fee. This fee needs to be increased.

Discussion: For years, this charge has been in effect. However, it now costs \$3.03 to delete an item from our collection, reorder it, then process the new item. This is true whether the item is a magazine or a book. Vertical file materials are much more labor-intensive items to order, but seldom can be replaced. CD's, audiocassettes and videos take longer to process and thus are more expensive.

The other side of the coin is that we usually *pay less* than the retail cost for an item (except for a magazine).

I propose raising the processing charge from \$1.00 per item to \$2.00 per item for everything except vertical file materials.

This fee would be charged when a patron pays for an item damaged or irretrievably lost *before* they have received 3 overdue notices and an overdue letter threatening legal action.

It is expensive to send overdue notices. A computerized list of all overdue items is generated in Technical Services. The shelves are searched for each item on this list. Then the computer generates the overdue notices which must be stamped and mailed. If a person receives 3 overdue notices, an overdue letter will be sent. This letter must be folded, stamped, stapled and addressed. The process of sending 3 notices and the letter is at least \$3.97. This cost is in addition to the \$3.03 to process a replacement.

At any stage in the overdue process, patrons receiving notices may call the library and explain that the book is lost and they are looking for it, that it is lost and they will be in to pay for it, etc. When they do this, fines are stopped, further overdue notices are not sent and the cost to the library is held down.

Because of the extra expense to the library caused by going through the overdue notice process, and because a responsible patron would not proceed through the entire process, we would like to charge a \$5.00 processing fee on long overdue books which are not returned and thus presumed lost to the library.

Next Step(s). I recommend that the Board vote to institute the recommended fee changes.

Vote: To institute a \$2.00 per item processing fee for lost or damaged materials. In the case of vertical file materials, the fee will remain \$1.00. In the case of materials which are now long overdue, the patron's account will be charged the current retail cost of the item plus a \$5.00 processing fee.

MEMORANDUM

Legislative issues questionnaire

Summary: In order to determine strategy for the 1996 Legislative Session, the Legislative Committee wants our help in ranking the issues. At our board meeting, we will discuss each issue and submit to the Legislative Committee a survey which represents a consensus. It will help if each board member (and the director) fills out a survey individually first.

Discussion: The ILF Legislative Committee hopes to introduce legislation to address

- a. problems with the Public Library Access Card (PLAC)
- b. state funding for a statewide reciprocal borrowing program
- c. areas untaxed for public library service

They expect that other parties will promote legislation that would

- a. weaken or end the fiscal autonomy of appointed library boards
- b. challenge intellectual freedom

They note that "recent sessions reflect a trend towards property tax reform, fiscal review of appointed boards and curbing of intellectual freedom. It won't be business as usual in 1996."

For background information, see the separate pages on access, funding, standards and governance.

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
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85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

[illegible]

ADULT BOOKS

6987	6882	7022	6917
6209	4744	6234	4763

Fiction
Nonfiction

5175	5072	5197	5094
3303	3123	3321	3141

CHILDREN'S BKS

Fiction
Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	388	176	388	176	3	3	3	3	GRAPHIC MAT'L
---	---	---	---	-----	-----	-----	-----	---	---	---	---	---------------

0 0 0 0 0 0 0 0 0 0 MICROFORMS

917	788	941	812	1950	1406	2005	1461	1275	1138	1288	1151	SOUND REC.,ADULT
114	114	114	114	159	159	161	161	31	31	31	31	SOUND REC., CH
5	2	5	2	15	10	16	11	3	3	3	3	CD ROM SOFTWARE
4	2	4	2	90	26	90	26	112	57	112	57	SOFTWARE

664	639	673	648	840	815	855	830	579	541	589	551	VHS
0		0	0	0		0	0			0	0	EQUIPMENT

31505	29461	31828	29778	45279	41608	45594	41916	23677	21594	23800	21711	TOTAL
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JCPL FINANCIAL STATEMENT
AUGUST 31, 1995

	Beginning 1995 <u>Balance</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Ending <u>Balance</u>
Operating Fund	\$263,562.78	\$5,343.89	\$480,044.18	\$62,041.08	\$566,479.52	\$177,127.44
Investments \$115,000.00						
Public Library Access Card Fund	\$0.00	\$34.00	\$136.00	\$0.00	\$0.00	\$136.00
Gift Fund	\$4,794.34	\$117.16	\$2,196.16	\$33.78	\$2,956.79	\$4,033.71
DeMotte	\$2,362.04	\$0.00	\$389.00	\$0.00	\$1,484.12	\$1,266.92
Rensselaer	\$1,718.02	\$72.16	\$1,762.16	\$33.78	\$1,391.28	\$2,088.90
Wheatfield	\$714.28	\$45.00	\$45.00	\$0.00	\$81.39	\$677.89
Bond & Interest Redemption Fund	\$128,832.99	\$0.00	\$204,818.39	\$0.00	\$118,232.50	\$215,418.88
Investments \$215,000.00						
Host/Hospitality Fund	\$0.00	\$1,015.70	\$1,115.70	\$962.55	\$1,062.55	\$53.15
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments \$20,000.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Construction Fund	\$15,344.67	\$0.00	\$1,452.45	\$22.98	\$6,959.30	\$9,837.82
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	(\$352.70)	\$669.74	\$65.56
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$904.66)	\$832.84	\$1,750.19
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$6,510.75	\$689,762.88	\$61,803.03	\$698,318.24	\$439,630.94

{ CURRENT BANK BALANCES }

DATE { 31 Aug 95 }

A1 {BANK ONE CHECKING }	B1 { 8802.56 }
A2 {CONSTRUCTION FUND SAVINGS ACCT }	B2 { 9860.80 }
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 { .00 }
A4 {FIRST OF AMERICA BANK }	B4 { 20352.37 }
A5 {DEMOTTE STATE BANK }	B5 { 30351.96 }
A6 {INDIANA FEDERAL BANK FOR SAVIN }	B6 { 9088.86 }
A7 {NBD BANK, N.A. }	B7 { 8462.34 }
A8 {FIRST FEDERAL SAVINGS BANK }	B8 { 2712.05 }
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 { .00 }
A10{CD #7900074936 }	B10{ .00 }
A11{CD #7700834869 }	B11{ .00 }
A12{CD #025211 }	B12{ 150000.00 }
A13{CD #7700863462 }	B13{ 100000.00 }
A14{CD #7700864247 }	B14{ 100000.00 }
A15{ }	B15{ .00 }

TOTAL	B16{ 439630.94 }

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Aug 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
15 SEP 95	7700863462	FIRST OF AMER	92 DAY	100000.00	5.68	140.01	15 JUN 95	.00	
15 DEC 95	025211	FIRST FED.SAV	182 DAY	150000.00	5.84	140.01-03	15 JUN 95	.00	
17 NOV 95	7700864247	FIRST OF AMER	120 DAYS	100000.00	5.75	140.01-02-0	20 JUL 95	.00	
--TOTALS--				350000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Aug 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 SEP 94	001-046-6211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
13 DEC 94	001-046-6212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
28 APR 95	7900074936	FIRST OF AMER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	
10 JUL 95	7700834869	FIRST OF AMER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	1952.87	
--TOTALS--				800000.00				9053.49	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

31 Aug 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	709.31	4601.64	22.98	5880.30	-1278.66
	-TOTAL-	15344.67	1452.45	16797.12	22.98	6959.30	9837.82

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Aug 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	25772.88	12957.12	67%
1.12	SALARY OF ASSISTANTS	381564.00	.00	381564.00	28410.93	240975.93	140588.07	63%
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2249.00	17753.60	9065.40	66%
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2592.38	21764.18	12376.82	64%
1.22	UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	.00	2307.73	-1067.73	186%
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	16454.26	6763.74	71%
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	21.45	16340.45	480.00	5219.02	11121.43	32%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	60.00	527.83	972.17	35%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	.00	641.37	308.63	68%
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	82.05	1911.61	2588.39	42%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	89.95	4089.95	349.40	2450.38	1639.57	60%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	2.00	4.05	15.95	20%
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	35.70	1783.68	1016.32	64%
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	21.04	285.12	364.88	44%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	300.00	.00	300.00	113.57	170.40	129.60	57%
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	180.06	2700.92	1299.08	68%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	51.95	3797.89	1202.11	76%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	2500.00	.00	2500.00	.00	382.50	2117.50	15%
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	10.00	337.50	162.50	68%
3.21	TELEPHONE	25000.00	6.60	25006.60	1845.52	14581.38	10425.22	58%
3.22	POSTAGE	7500.00	54.50	7554.50	846.66	4092.40	3462.10	54%
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	363.25	2321.25	1678.75	58%
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	430.83	3136.75	2863.25	52%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	239.91	630.64	-130.64	126%
3.32	OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13%
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42	OTHER INSURANCE	18000.00	.00	18000.00	226.00	11049.00	6951.00	61%
3.51	GAS	27000.00	.00	27000.00	362.81	10482.90	16517.10	39%
3.52	ELECTRICITY	57000.00	.00	57000.00	2559.92	26508.84	30491.16	47%
3.53	WATER	1600.00	.00	1600.00	41.20	495.60	1104.40	31%
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	257.47	1287.76	1912.24	40%
3.61	BUILDING & STRUCTURES	16000.00	6176.50	22176.50	2277.37	24790.93	-2614.43	114%
3.62	EQUIPMENT	4000.00	.00	4000.00	.00	1647.42	2352.58	41%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	159.60	90.40	64%
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	1800.00	.00	1800.00	.00	710.00	1090.00	39%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95	SERVICE CONTRACTS	10000.00	.00	10000.00	647.14	5374.95	4625.05	54%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0%
3.98	MAINTENANCE CONTRACTS	35000.00	.00	35000.00	1416.07	11148.98	23851.02	32%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	37.99	1978.96	10021.04	16%
4.51	BOOKS	113000.00	.00	113000.00	9394.29	60720.23	52279.77	54%
4.52	PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	76.18	27935.06	7106.79	80%
4.53	NONPRINTED MATERIALS	17000.00	.00	17000.00	3142.98	11837.67	5162.33	70%
	-TOTAL-	954071.00	6390.85	960461.85	62041.08	566479.52	393982.33	59%

CHANGES TO APPROPRIATION REPORT
DATE 31 Aug 95

Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-2.21	20 Jun 95	89.95	REBATE ON COMET CLEANER-INTROD.O
100-3.21	10 Jul 95	6.60	LONG DISTANCE CALLS-REIMBURSEMEN
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.22	14 Jun 95	19.74	B&T Lease Books Postage Reimburs
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-3.61	17 Aug 95	511.50	INSURANCE CLAIM ON AIR COND. COM
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
VOID	03057	EDUCATION RECORD CENTER	-139.99	08 AUG 95	VOID CK. #014010 & VOUCHER #
004779	03034	BACHMAN, CAROL	496.47	10 AUG 95	PAYROLL
004780	03046	JUDY T. BAKKER	90.76	10 AUG 95	PAYROLL
004781	03033	MARLENE BEEDLE	336.95	10 AUG 95	PAYROLL
004782	03048	YVONNE J. BEEVER	765.31	10 AUG 95	PAYROLL
004783	03052	AMY A. BROWN	127.81	10 AUG 95	PAYROLL
004784	03023	GLENDA BROWN	517.11	10 AUG 95	PAYROLL
004785	03027	RENEE CARR	311.61	10 AUG 95	PAYROLL
004786	03026	LYNN DAUGHERTY	1067.73	10 AUG 95	PAYROLL
004787	03050	PAULETTE EIERMAN	377.88	10 AUG 95	PAYROLL
004788	03032	JULIE EISELE	310.84	10 AUG 95	PAYROLL
004789	03017	CHARLOTTE FAGEN	612.09	10 AUG 95	PAYROLL
004790	03030	PAMELA FERBER	657.35	10 AUG 95	PAYROLL
004791	03037	GALLINA, KATHLEEN M.	525.04	10 AUG 95	PAYROLL
004792	03031	KIMBERLY GARWOOD	70.75	10 AUG 95	PAYROLL
004793	03044	MOLLY A. GATLIN	77.39	10 AUG 95	PAYROLL
004794	03049	HEATHER A. HOPP	128.91	10 AUG 95	PAYROLL
004795	03029	ROSE E. HOWARD	528.45	10 AUG 95	PAYROLL
004796	03035	GAIL M. JUNG	579.69	10 AUG 95	PAYROLL
004797	03047	ANGELA M. KARCH	75.64	10 AUG 95	PAYROLL
004798	03024	DIANA KOOT	104.84	10 AUG 95	PAYROLL
004799	03020	JOAN KOPANDA	445.75	10 AUG 95	PAYROLL
004800	03021	KROS, DIANE	492.52	10 AUG 95	PAYROLL
004801	03038	SHARON K. LEWIS	81.85	10 AUG 95	PAYROLL
004802	03043	LOEHRER, KAREN L.	380.70	10 AUG 95	PAYROLL
004803	03022	BONNIE POWELL	371.13	10 AUG 95	PAYROLL
004804	03051	ANNETTE M. PRATT	120.57	10 AUG 95	PAYROLL
004805	03018	SHARON SCHULENBERG	492.77	10 AUG 95	PAYROLL
004806	03025	EILEEN SPURGEON	56.52	10 AUG 95	PAYROLL
004807	03039	LYNN M. STALBAUM	77.39	10 AUG 95	PAYROLL
004808	03041	JACK STANDISH	366.45	10 AUG 95	PAYROLL
004809	03019	JILL TACHTIRIS	518.03	10 AUG 95	PAYROLL
004810	03045	ELAINE WALING	115.29	10 AUG 95	PAYROLL
004811	03036	WEBSTER, RACHAEL D.	204.93	10 AUG 95	PAYROLL
004812	03028	WHITED, AMBER	229.56	10 AUG 95	PAYROLL
004813	03042	MARGARET M. WOODS	474.47	10 AUG 95	PAYROLL
004814	03040	LEANNE YORK	737.15	10 AUG 95	PAYROLL
004815	03143	BACHMAN, CAROL	496.47	25 AUG 95	PAYROLL
004816	03155	JUDY T. BAKKER	30.26	25 AUG 95	PAYROLL
004817	03142	MARLENE BEEDLE	296.15	25 AUG 95	PAYROLL
004818	03157	YVONNE J. BEEVER	765.31	25 AUG 95	PAYROLL
004819	03161	AMY A. BROWN	82.22	25 AUG 95	PAYROLL
004820	03133	GLENDA BROWN	517.11	25 AUG 95	PAYROLL
004821	03137	RENEE CARR	311.61	25 AUG 95	PAYROLL
004822	03136	LYNN DAUGHERTY	1067.73	25 AUG 95	PAYROLL
004823	03159	PAULETTE EIERMAN	377.88	25 AUG 95	PAYROLL
004824	03141	JULIE EISELE	310.84	25 AUG 95	PAYROLL
004825	03127	CHARLOTTE FAGEN	612.09	25 AUG 95	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004826	03140	PAMELA FERBER	657.35	25 AUG 95	PAYROLL
004827	03146	GALLINA, KATHLEEN M.	370.64	25 AUG 95	PAYROLL
004828	03153	MOLLY A. GATLIN	92.87	25 AUG 95	PAYROLL
004829	03158	HEATHER A. HOPP	162.56	25 AUG 95	PAYROLL
004830	03139	ROSE E. HOWARD	540.13	25 AUG 95	PAYROLL
004831	03144	GAIL M. JUNG	579.69	25 AUG 95	PAYROLL
004832	03156	ANGELA M. KARCH	83.19	25 AUG 95	PAYROLL
004833	03134	DIANA KOBY	162.31	25 AUG 95	PAYROLL
004834	03130	JOAN KOPANDA	402.71	25 AUG 95	PAYROLL
004835	03131	KROS, DIANE	492.52	25 AUG 95	PAYROLL
004836	03147	SHARON K. LEWIS	68.20	25 AUG 95	PAYROLL
004837	03152	LOEHRER, KAREN L.	127.92	25 AUG 95	PAYROLL
004838	03132	BONNIE POWELL	371.13	25 AUG 95	PAYROLL
004839	03160	ANNETTE M. PRATT	84.94	25 AUG 95	PAYROLL
004840	03128	SHARON SCHULENBERG	492.77	25 AUG 95	PAYROLL
004841	03135	EILEEN SPURGEON	28.26	25 AUG 95	PAYROLL
004842	03148	LYNN M. STALBAUM	89.01	25 AUG 95	PAYROLL
004843	03150	JACK STANDISH	356.23	25 AUG 95	PAYROLL
004844	03129	JILL TACHTIRIS	518.03	25 AUG 95	PAYROLL
004845	03154	ELAINE WALING	100.17	25 AUG 95	PAYROLL
004846	03145	WEBSTER, RACHAEL D.	231.45	25 AUG 95	PAYROLL
004847	03138	WHITED, AMBER	229.56	25 AUG 95	PAYROLL
004848	03151	MARGARET M. WOODS	474.47	25 AUG 95	PAYROLL
004849	03149	LEANNE YORK	737.15	25 AUG 95	PAYROLL
014079	03053	BANK ONE	4210.05	10 AUG 95	FICA & FED TAX WITHHELD LESS
014080	03054	INDIANA DEFERRED COMPENSATIO	135.00	10 AUG 95	WITHHELD FROM 10 AUG 95 PAYR
014081	03055	NORTHWESTERN INDIANA TELEPHO	145.13	10 AUG 95	TELEPHONE-DEMOTTE-AUGUST 199
014082	03056	TOWN OF DEMOTTE, c/o DEMOTTE	18.72	10 AUG 95	DEMOTTE-SEWAGE-JUNE 1995
014083	03058	ACORDIA PERSONAL BENEFITS, I	560.10	14 AUG 95	QTLY PREMIUM-KROS & EISELE
014084	03059	ALL-PHASE ELECTRIC SUPPLY CO	64.77	14 AUG 95	FLOOD LIGHT GASKETS
014085	03060	AVC CORPORATION	188.00	14 AUG 95	AUGUST & SEPTEMBER SERV. AGR
014086	03061	BARBARA LEESTMA	57.50	14 AUG 95	ALA CONFERENCE MILEAGE & TOL
014087	03062	BEN FRANKLIN	10.31	14 AUG 95	POSTERS-DEMOTTE
014088	03063	BIERMA HARDWARE, INC.	21.04	14 AUG 95	LAWN SEED, FERTILIZER, STRAW
014089	03064	BETTY A. HUFF (PAS-TIME BOO	116.86	14 AUG 95	BOOKS
014090	03065	BAKER & TAYLOR	7386.18	14 AUG 95	BOOKS, GIFT BOOKS
014091	03066	BAKER & TAYLOR BOOKS	163.76	14 AUG 95	CONTINUATIONS-BOOKS
014092	03067	CAREER TRACK INC.	64.95	14 AUG 95	VIDEO
014093	03068	CAROL BACHMAN	15.00	14 AUG 95	VIDEO
014094	03069	CD ONE STOP	1238.85	14 AUG 95	CD'S
014095	03070	CHARLOTTE FAGEN	127.37	14 AUG 95	DISCOVERY TOYS-DEMOTTE LIB.
014096	03071	CHILD'S WORLD	161.46	14 AUG 95	BOOKS
014097	03072	CUSTOM LAWN CARE	740.00	14 AUG 95	JULY LAWN CARE-RENSSELAER
014098	03073	DEMOTTE OFFICE SUPPLY	5.35	14 AUG 95	TYPEWRITER RIBBON
014099	03074	DIANE KROS	29.50	14 AUG 95	MILEAGE
014100	03075	DISCOUNT WIRING MATERIALS, I	35.70	14 AUG 95	FLUORESCENT BULBS
014101	03076	EBSCO SUBSCRIPTION SERVICES	49.18	14 AUG 95	MAGAZINE SUBSCRIPTIONS
014102	03077	FAGEN PHARMACY	34.72	14 AUG 95	POLOROID FILM

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014103	03078	FILIP INC.	43.10	14 AUG 95	PAPER TOWEL ROLLS
014104	03079	4-COUNTY SUPPLY	38.85	14 AUG 95	REPAIR KITS FOR BATHROOM STO
014105	03080	GAIL JUNG	22.95	14 AUG 95	WHEATFIELD PETTY CASH
014106	03081	GAYLORD BROS.	1000.00	14 AUG 95	MARC SUBSCRIPTION-A.V.
014107	03082	GTI	40.00	14 AUG 95	PATRON CARDS
014108	03083	GROLIER PUBLISHING COMPANY	1109.44	14 AUG 95	BOOKS
014109	03084	HAMPTON INN	168.30	14 AUG 95	HOTEL ACCOMODATIONS-INTERNET
014110	03085	HERITAGE OFFICE PRODUCTS, IN	551.19	14 AUG 95	MARKERS & SERV.CONTRACT-DEM.
014111	03086	HIGHSMITH CO. INC.	120.22	14 AUG 95	AUDIOBOOKS
014112	03087	HP PRODUCTS CORP.	250.75	14 AUG 95	TP, M-FOLD TOWELS,VACUUM REP
014113	03088	INGRAM	87.40	14 AUG 95	VIDEOS
014114	03089	KANKAKEE VALLEY POST NEWS	15.05	14 AUG 95	YOUTH SERVICES SPECIALIST AD
014115	03090	LEANNE YORK	60.00	14 AUG 95	R.FIEDLER-TRANSPORT CARD CAT
014116	03092	LODS COMMUNICATIONS	870.25	14 AUG 95	DATA LINES & LONG DISTANCE C
014117	03093	LIBRARY VIDEO COMPANY	279.51	14 AUG 95	VIDEOS
014118	03094	LYNN DAUGHERTY	248.51	14 AUG 95	MILEAGE & INTERNET WORKSHOP
014119	03095	MARTZ PLUMBING & HEATING	128.85	14 AUG 95	WATER FOUNTAIN REPAIRS-DEMOT
014120	03096	MATHIS PUMP REPAIR & TRENCHI	140.52	14 AUG 95	REPLACE BATHROOM FAUCETS
014121	03098	MONTGOMERY KONE,INC.	682.44	14 AUG 95	ELEVATOR SERV.CONTRACT-8/95-
014122	03099	NIPSCO	25.00	14 AUG 95	DEMOTTE-UTILITY-PARTIAL BILL
014123	03100	OOMS DISPOSAL SERVICE INC.	90.00	14 AUG 95	JULY-DEC.TRASH PICK-UP SERVI
014124	03101	PAM FERBER	25.21	14 AUG 95	MILEAGE & BOOK LEASE POSTAGE
014125	03102	PHILIP N. HOWARD	85.00	14 AUG 95	LAWN MAINTENACE-WHEATFIELD
014126	03103	POSTMASTER GENERAL	816.00	14 AUG 95	POSTAGE STAMPS
014127	03104	PRECISION CONTROL SYSTEMS, I	854.00	14 AUG 95	REPAIRS-BOILER RM GAS LINE &
014128	03105	QUALITY BOOKS INC.	241.33	14 AUG 95	BOOKS
014129	03106	RADIOLOGIC ASSOC. OF N.W. IN	226.00	14 AUG 95	WORKMEN'S COMP CLAIM-R. CARR
014130	03107	RECORDED BOOKS INC.	221.90	14 AUG 95	VIDEOS
014131	03108	REED REFERENCE PUBLISHING	249.04	14 AUG 95	AM LIBRARY DIRECTORY 95-96 -
014132	03109	RELIABLE CORPORATION	71.14	14 AUG 95	COPY PAPER, COLORED
014133	03110	RENSSELAER REPUBLICAN	224.86	14 AUG 95	YOUTH SERV. SPEC.,CIRC. CLER
014134	03111	REVCO D.S., INC.	27.00	14 AUG 95	SUNDAY PAPERS-JUNE & JULY-DE
014135	03112	RUNYAN ROOFING, INC.	197.00	14 AUG 95	REPAIRS TO WHEATFIELD ROOF
014136	03113	SECURITY COURIERS CORP.	647.14	14 AUG 95	TRANSPORT-7/7/95 TO 7/28/95
014137	03114	SELECTVIDEO	44.45	14 AUG 95	VIDEOS
014138	03115	SUDANCO AFFORDABLE ALTERNATI	11.95	14 AUG 95	DATE DUE LABELS-VIDEO CASSET
014139	03116	SUNSET PUBLICATIONS, INC.	14.72	14 AUG 95	VIDEO
014140	03117	TEETERS CULLIGAN	9.95	14 AUG 95	AUGUST WATER COOLER RENTAL
014141	03118	TIME WARNER VIEWER'S EDGE	68.60	14 AUG 95	VIDEOS
014142	03119	TYSEN'S COUNTRY GROCERY, INC	114.33	14 AUG 95	SUMMER READ.PROG-D.; PLEDGE,
014143	03120	U.S. TOY CO., INC.	29.42	14 AUG 95	SUMMER READING PROG-RENS.
014144	03121	UNITED TELEPHONE COMPANY	668.87	14 AUG 95	RENSSELAER-TELEPHONE-AUGUST
014145	03122	WAL-MART STORES, INC.	8.80	14 AUG 95	SUMMER READING PROG. SUPPLIE
014146	03123	WALSTRA FINE CUT	132.00	14 AUG 95	JUNE LAWN CARE-DEMOTTE
014147	03124	WILLIAM A. DOWELL	25.00	14 AUG 95	3X5 U.S. FLAG-WHEATFIELD
014148	03125	YVONNE BEEVER	86.77	14 AUG 95	MILEAGE & INTERNET WORKSHOP
014149	03126	WALGREEN'S	83.95	14 AUG 95	FILM, POSTER FRAMES-RENS. BL
014150	03162	BANK ONE	3995.40	25 AUG 95	FICA & FED TAX WITHHELD LESS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014151	03163	INDIANA DEFERRED COMPENSATIO	135.00	25 AUG 95	WITHHELD FROM 25 AUG 95 PAYR
014152	03164	INDIANA DEPARTMENT OF REVENUE	1418.23	25 AUG 95	STATE & COUNTY TAX WITHHELD
014153	03165	ABE MARTIN LODGE	51.70	25 AUG 95	DEPOSIT ON HOTEL ACCOMMODATI
014154	03166	CITY OF RENSSELAER	2377.09	25 AUG 95	RENSSELAER-JULY UTILITIES
014155	03170	HAMPTON INN	56.30	25 AUG 95	ROOM ACCOMMODATIONS-MARC WOR
014156	03171	NIPSCO	669.54	25 AUG 95	WHEATFIELD UTILITIES-JULY 19
014157	03172	TOWN OF WHEATFIELD SEWER WOR	41.05	25 AUG 95	SEWAGE-SEP. 1995-WHEATFIELD
014158	03173	UNITED TELEPHONE COMPANY	161.27	25 AUG 95	TELEPHONE-WHEATFIELD-AUGUST
014159	03175	BAUM'S BRIDGE INN	962.55	30 AUG 95	NILBA DINNER- 69 RESERVATION
014160	03174	INCOLSA	90.00	28 AUG 95	WORKSHOP-YORK, DAUGHERTY,BEE

--TOTAL AMOUNT OF CLAIMS-- 61803.03

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 61803.03. Dated 11 SEP 95.

_____	_____
_____	_____
_____	_____
_____	_____

Receipt Breakdown
August 31, 1995

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
FINES & FEES.....			\$1,633.99	\$15,078.30
DeMotte	\$515.62	\$5,588.28		
Rensselaer	\$651.62	\$6,145.48		
Wheatfield	\$466.75	\$3,344.54		
PHOTOCOPIES.....			\$454.35	\$4,519.26
DeMotte	\$187.70	\$1,684.35		
Rensselaer	\$182.45	\$2,076.24		
Wheatfield	\$84.20	\$758.67		
CARDS.....			\$56.00	\$534.00
DeMotte	\$26.00	\$219.00		
Rensselaer	\$28.50	\$280.50		
Wheatfield	\$1.50	\$34.50		
INTEREST.....			\$367.26	\$9,574.00
TAXES.....			\$1,664.79	\$442,647.79
Property Tax	\$0.00	\$258,380.58		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$27,686.56		
Local Option/Certified Shares	\$0.00	\$140,608.50		
Local Option/Property Tax Repl.	\$0.00	\$13,502.50		
State Distribution	\$1,664.79	\$1,664.79		
REFUNDS.....			\$1,167.50	\$7,690.83
B&T - Book Lease Postage	\$0.00	\$107.35		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg. Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$0.00	\$21.45		
Bldg. Insurance Claims/Refunds	\$1,167.50	\$6,862.50		
A&R News Agency-Chgo. Trib. Ref	\$0.00	\$41.85		
Proctor & Gamble-Rebate(Comet)	\$0.00	\$89.95		
K.Garwood-telephone calls	\$0.00	\$6.60		
TOTAL OPERATING FUND RECEIPTS.....			\$5,343.89	\$480,044.18
PLAC FUND.....			\$34.00	\$136.00
GIFT FUNDS.....			\$117.16	\$2,196.16
DeMotte	\$0.00	\$389.00		
Rensselaer	\$72.16	\$1,762.16		
Wheatfield	\$45.00	\$45.00		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$204,818.39
Property Tax	\$0.00	\$184,476.33		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$19,767.42		
HOST/HOSPITALITY FUND.....			\$1,015.70	\$1,115.70
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$1,452.45
Interest Earned	\$0.00	\$709.31		
Bldg. Contractor-Reimbursement	\$0.00	\$743.14		
TOTAL RECEIPTS - ALL FUNDS.....			\$6,510.75	\$689,762.88

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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
VOID CHEC	03229	TEETERS CULLIGAN	-29.75	11 SEP 95	VOID VOUCHER #02909 & CHECK
004164	03177	ACORDIA PERSONAL BENEFITS, I	1148.56	11 SEP 95	QTLY PREMIUM-BEEVER, LOEHRER
004850	03256	BACHMAN, CAROL	543.09	08 SEP 95	PAYROLL
004851	03255	MARLENE BEEDLE	370.94	08 SEP 95	PAYROLL
004852	03268	YVONNE J. BEEVER	734.03	08 SEP 95	PAYROLL
004853	03275	BELSTRA, COURTNEY B.	29.90	08 SEP 95	PAYROLL
004854	03272	AMY A. BROWN	57.94	08 SEP 95	PAYROLL
004855	03246	GLENDA BROWN	560.47	08 SEP 95	PAYROLL
004856	03273	REBECCA S. CARDEN	300.58	08 SEP 95	PAYROLL
004857	03250	RENEE CARR	352.40	08 SEP 95	PAYROLL
004858	03249	LYNN DAUGHERTY	1067.73	08 SEP 95	PAYROLL
004859	03276	KIMBERLY DELGER	16.62	08 SEP 95	PAYROLL
004860	03270	PAULETTE EIERMAN	377.88	08 SEP 95	PAYROLL
004861	03254	JULIE EISELE	340.17	08 SEP 95	PAYROLL
004862	03240	CHARLOTTE FAGEN	612.09	08 SEP 95	PAYROLL
004863	03253	PAMELA FERBER	657.35	08 SEP 95	PAYROLL
004864	03265	MOLLY A. GATLIN	99.66	08 SEP 95	PAYROLL
004865	03269	HEATHER A. HOPP	72.85	08 SEP 95	PAYROLL
004866	03252	ROSE E. HOWARD	612.11	08 SEP 95	PAYROLL
004867	03257	GAIL M. JUNG	579.69	08 SEP 95	PAYROLL
004868	03267	ANGELA M. KARCH	87.93	08 SEP 95	PAYROLL
004869	03247	DIANA KOOY	104.84	08 SEP 95	PAYROLL
004870	03243	JOAN KOPANDA	402.71	08 SEP 95	PAYROLL
004871	03244	KROS, DIANE	492.52	08 SEP 95	PAYROLL
004872	03259	SHARON K. LEWIS	95.49	08 SEP 95	PAYROLL
004873	03264	LOEHRER, KAREN L.	475.45	08 SEP 95	PAYROLL
004874	03245	BONNIE POWELL	401.12	08 SEP 95	PAYROLL
004875	03271	ANNETTE M. PRATT	88.90	08 SEP 95	PAYROLL
004876	03274	LISA RUSHER	253.59	08 SEP 95	PAYROLL
004877	03241	SHARON SCHULENBERG	532.68	08 SEP 95	PAYROLL
004878	03248	EILEEN SPURGEON	56.52	08 SEP 95	PAYROLL
004879	03260	LYNN M. STALBAUM	77.39	08 SEP 95	PAYROLL
004880	03262	JACK STANDISH	343.49	08 SEP 95	PAYROLL
004881	03242	JILL TACHTIRIS	518.03	08 SEP 95	PAYROLL
004882	03266	ELAINE WALING	85.03	08 SEP 95	PAYROLL
004883	03258	WEBSTER, RACHAEL D.	168.99	08 SEP 95	PAYROLL
004884	03251	WHITED, AMBER	334.32	08 SEP 95	PAYROLL
004885	03263	MARGARET M. WOODS	445.47	08 SEP 95	PAYROLL
004886	03261	LEANNE YORK	737.15	08 SEP 95	PAYROLL
014163	03176	ACE HARDWARE	6.00	11 SEP 95	STORAGE CONTAINERS
014165	03178	AMERICAN LIBRARY ASSN	36.60	11 SEP 95	PROFESSIONAL PUBLICATIONS
014166	03179	ASSOCIATED LIBRARIES, INC.	3282.88	11 SEP 95	BOOKS
014167	03180	CAROL BACHMAN	22.00	11 SEP 95	MILEAGE
014168	03181	BAKER & TAYLOR	4077.83	11 SEP 95	BOOKS, GIFT BOOKS, VIDEOS
014169	03182	BAKER & TAYLOR ENTERTAINMENT	15.00	11 SEP 95	VIDEOS
014170	03183	BAKER & TAYLOR BOOKS	350.96	11 SEP 95	BOOKS-CONTINUATIONS
014171	03184	BEN FRANKLIN	15.42	11 SEP 95	GLUE, PENCILS, POSTER BOARD,
014172	03185	BETTER CONTAINERS MFG. CO. I	165.20	11 SEP 95	PLASTIC BOOK BAGS-RENS.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014173	03186	CENTRAL STATES SALES CORPORA	231.87	11 SEP 95	PROJECTOR BULBS,OUTDOOR LIGH
014174	03187	CHICAGO PUBLIC LIBRARY-ILL	20.45	11 SEP 95	ILL BOOK
014175	03188	CUSTOM LAWN CARE	165.00	11 SEP 95	LAWN CARE-AUGUST-RENS.
014176	03189	DEMCO	269.30	11 SEP 95	AUDIO CASSETTE CASES,VIDEO C
014177	03191	DISCOUNT WIRING MATERIALS, I	71.40	11 SEP 95	FLUORESCENT BULBS
014178	03192	DUMAS & MORIARTY	135.00	11 SEP 95	TELEPHONE CONFERENCES
014179	03193	EBSCO SUBSCRIPTION SERVICES	21.97	11 SEP 95	MAGAZINE RATE ADJUSTMENTS
014180	03194	ENTRE COMPUTER CENTER	3008.00	11 SEP 95	COMPAQ COMPUTER,MONITOR,PRIN
014181	03195	EDUCATORS PROGRESS SERVICE,	36.90	11 SEP 95	BOOK
014182	03196	FAGEN PHARMACY	15.27	11 SEP 95	UPS-RETURN BOOKS
014183	03197	FASE'S	141.50	11 SEP 95	FAN RENTAL-RENS.LIB.;REDOUT-
014184	03198	FILIP INC.	25.49	11 SEP 95	M-FOLD TOWELS
014185	03199	FRIENDS OF BEECH GROVE PUB.L	5.50	11 SEP 95	BOOK
014186	03200	GAIL JUNG	24.75	11 SEP 95	MILEAGE
014187	03201	GAIL JUNG	47.77	11 SEP 95	RENSSELAER PETTY CASH
014188	03202	GALE RESEARCH INC.	848.06	11 SEP 95	BOOKS-CONTINUATIONS:
014189	03203	GAYLORD BROS.	51.00	11 SEP 95	GALAXY HARDWARE MAINTENANCE-
014190	03204	HERITAGE OFFICE PRODUCTS, IN	1848.04	11 SEP 95	COPIER SERVICE AGREEMENTS, M
014191	03205	INDIANA LIBRARY FEDERATION	118.00	11 SEP 95	INTELLECTUAL FREEDOM WKSHP-B
014192	03206	INDIANA DEPT. OF EDUCATION	15.00	11 SEP 95	SCHOOL DIRECTORIES
014193	03207	INDIANA UNIVERSITY	18.00	11 SEP 95	BOOK-COUNTY POPULATION PROJE
014194	03208	KANKAKEE VALLEY POST NEWS	11.55	11 SEP 95	DEMOTTE PAGE ADVERTISEMENT
014195	03209	LAWTON ENTERPRISES	247.43	11 SEP 95	BOOKS & VIDEOS
014196	03210	LDOS COMMUNICATIONS	1040.84	11 SEP 95	DATA LINES & LONG DISTANCE S
014197	03211	LIBRARY VIDEO COMPANY	80.70	11 SEP 95	VIDEOS
014198	03212	LYNN DAUGHERTY	74.00	11 SEP 95	MILEAGE & NILBA DINNER SUPPL
014199	03213	MATHIS PUMP REPAIR & TRENCHI	47.71	11 SEP 95	REPLACE HEATER ELEMENT-WHEAT
014200	03214	NATIONAL GEOGRAPHIC SOCIETY	13.90	11 SEP 95	BOOKS
014201	03215	NIPSCO	4808.30	11 SEP 95	UTILITIES-DEMOTTE-JULY (ELEC
014202	03216	NORTHWESTERN INDIANA TELEPHO	142.47	11 SEP 95	DEMOTTE-TELEPHONE-SEPT
014203	03217	PEGGY SULLIVAN	117.50	11 SEP 95	NILBA DINNER SPEAKER
014204	03218	PEGGY WOODS	107.79	11 SEP 95	MILEAGE-INCOLSA MARC FORMAT
014205	03220	PRECISION CONTROL SYSTEMS, I	351.00	11 SEP 95	REPAIRS TO HVAC SYSTEM-RENS.
014206	03221	QUALITY BOOKS INC.	3655.88	11 SEP 95	BOOKS & VIDEOS
014207	03222	QUILL	515.92	11 SEP 95	PENS,LABELS,ENVELOPES,TYPE R
014208	03223	RENSSELAER REPUBLICAN	50.20	11 SEP 95	HEADQUARTER'S LIBRARIAN AD.
014209	03224	RENSSELAER SEWING CENTER	40.00	11 SEP 95	PRINTER REPAIRS-PANASONIC 11
014210	03225	RUNYAN ROOFING, INC.	130.00	11 SEP 95	ROOF REPAIRS-DEMOTTE LIB.
014211	03226	SECURITY COURIERS CORP.	851.50	11 SEP 95	COURIER SERVICE-8/4 THRU 9/1
014212	03227	SIMPLEX TIME RECORDER CO.	50.40	11 SEP 95	REPLACEMENT BATTERY-RENS.
014213	03228	SUNSET PUBLICATIONS, INC.	26.51	11 SEP 95	VIDEOS
014214	03230	TEETERS CULLIGAN	64.45	11 SEP 95	COOLER RENTAL & WATER-SEP &
014215	03231	TIME-LIFE EDUCATION	27.40	11 SEP 95	BOOKS
014216	03232	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	11 SEP 95	SEWAGE-DEMOTTE LIBRARY-JULY
014217	03233	TOWN OF DEMOTTE	10.00	11 SEP 95	ORDINANCE MANUALS-DEMOTTE
014218	03234	UNITED SUPPLY CO. INC.	137.08	11 SEP 95	CONSTRUCTION PAPER-D.;PAINT
014219	03235	USA TODAY	119.00	11 SEP 95	SUBSCRIPTION-DEM.
014220	03236	WALSTRA FINE CUT	239.00	11 SEP 95	LAWN CARE-DEMOTTE-JULY

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014221	03237	YVONNE BEEVER	68.04	11 SEP 95	INCOLSA MARC FORMAT WRKSHP &
014222	03238	BANK ONE	4355.83	08 SEP 95	FICA & FED TAXES WITHHELD LE
014223	03239	INDIANA DEFERRED COMPENSATIO	135.00	08 SEP 95	WITHHELD FROM 08 SEP 95 PAYR
--TOTAL AMOUNT OF CLAIMS--			46856.21		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 46856.21. Dated 11 SEP 95.

CIRCULATION BY ITEM FINE CODE
August 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	24	36	19	79
100 (1)	56	49	12	117
200 (2)	28	36	14	78
300 (3)	174	188	63	425
400 (4)	12	7	0	19
500 (5)	67	50	22	139
600 (6)	410	435	169	1014
700 (7)	192	235	56	483
800 (8)	51	34	12	97
900 (9)	97	147	29	273
B (10)	80	72	22	174
j000 (11)	10	5	25	40
j100 (12)	11	14	1	26
j200 (13)	9	6	4	19
j300 (14)	33	37	10	80
j400 (15)	16	9	0	25
j500 (16)	132	124	48	304
j600 (17)	74	96	44	214
j700 (18)	94	218	45	357
j800 (19)	21	9	7	37
j900 (20)	11	58	6	75
jB (21)	28	26	2	56
FIC (22)	1390	1647	375	3412
yaFIC (23)	47	103	86	236
LARGE PRINT (24)	52	56	31	139
jFIC (25)	283	458	120	861
jE (26)	1140	1066	394	2600
jER (27)	295	193	47	535
Magazines (28)	837	427	256	1520
Games/Toys (29)	3	14	0	17
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	92	152	40	284
jCassettes (33)	57	118	10	185
Compact Discs (34)	184	243	167	594
jCompact Discs (35)	3	3	1	7
Sound Recordings (36)	1	18	16	35
jSound Recordings (37)	1	27	3	31
Software (38)	0	0	0	0
Vertical File (39)	117	10	10	137
Equipment (40)	1	3	0	4
yapFIC (41)	425	213	99	737
jpFIC (42)	353	188	50	591
Reference (43)	33	22	14	69
Genealogy (44)	0	0	0	0
jMagazines (45)	114	30	19	163
VHS (46)	600	917	451	1968
Free reads	399	474	129	1002
Puzzles				0
Talking books		3		3
Assignment shelf books				0
TOTAL	8057	8276	2928	19261

OCT.

AGENDA

**Jasper County Public Library Board of Trustees
Monday, October 9, 1995, 7:00 PM
Rensselaer**

Monthly Meeting

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Purpose

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 3)
- D. Policy committee recommendations (R 5)
- E. Wheatfield meeting room use request (R 7)

General Business

- A. Parking restriction sign (R 11)
- B. Community Information Module (R 9)
- C. Building/Grounds Maintenance (R 12)

Action

Action

Discussion

Director's Report (R 11- R 13)

Discussion

Items for future Agendas

Public Forum

Adjournment

MINUTES.....September 11, 1995
Monthly Meeting Of The Jasper County Public Library Board Of Trustees 7:00 PM
Rensselaer Library

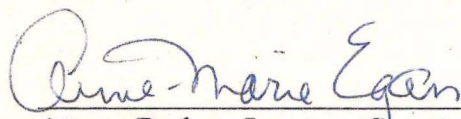
Present: Robert Souza, Barbara Leestma, Anne-Marie Egan, Mary Linda Casey, Marge Hohner, Miriam Lawyer, Wilbur Doty, Lynn Daugherty.

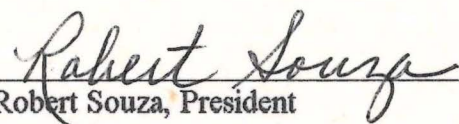
1. **AGENDA:** The Agenda was approved on a motion by M. Hohner, seconded by M. Lawyer. Motion passed.
2. **CONSENT AGENDA:** A-M Egan moved, seconded by M. Lawyer, to approve the Consent Agenda Items consisting of the Minutes of August 14 and 28, 1995, the Bills/Financial Reports, Salary Ordinance, the Advance Draw, and also the three policies: Library Behavior, Holiday, and Board/Staff Privileges, as unchanged. Motion passed 6-1.
3. **PROCESSING FEES:** W. Doty made a motion to institute a \$3.00 per item processing fee for lost or damaged materials and \$1.00 for vertical file materials. In the case of long overdue items, a \$3.00 per item processing fee will be charged plus the current retail cost of the item. M. Lawyer seconded the motion. The motion passed by a 6-1 vote. M. Hohner voted against.
4. **LEGISLATIVE ISSUES SURVEY:** Board members consolidated their choices to be forwarded to ILF. Top four priorities are: Governance - preserving appointed boards with complete fiscal autonomy; Funding - establish viable alternatives to property taxes (seek larger percent of our funding from other sources); Intellectual Freedom - preserve ALA Bill of Rights...; Funding - seek continued funds to support library networks. The Board agreed the most pressing issue is long range financial planning.
5. **LIBRARY SCRAPBOOK:** It was the consensus of the Board that newspaper publicity articles be cut out and stored in a folder, thereby eliminating staff time to mount in the scrapbook.
6. **DRESS-DOWN DAY:** Board agreed this should be handled by the Director; however, they suggested a sign stating that this is an Employee Dress-Down Day be displayed.
7. **KELLY SERVICES:** M.L. Casey moved, seconded by M. Lawyer, that we use Kelly Services for a Maintenance Person for the DeMotte & Wheatfield Libraries as needed, and to seek a 5 hr/week bookkeeper for hire. Motion passed.
8. **SATELLITE FUND:** W. Doty moved, seconded by A-M. Egan that we setup a separate fund to receipt and disburse monies for programming via the satellite and use the \$1500 donation from the Donaldson Foundation as startup money. Motion carried.

9. **DIRECTOR'S REPORT:** Michelle Heeke has been hired as the Rensselaer Agency Librarian to begin October 9, 1995. L. Daugherty is negotiating with NITCO for Internet access. The board suggested a need for further landscaping. The Nominating Committee consisting of M.L. Casey, W. Doty, B. Leestma need to meet prior to the November meeting to draw up a slate of officers. M. L. Casey said she would contact the Mayor of Rensselaer regarding more lighting directed toward the library on Van Rensselaer Street. Subscriptions to the Times and Post-Tribune will be ordered for Rensselaer Library in 1996.

10. **FUTURE AGENDAS:** 1) Landscaping/Upkeep of Buildings. 2) Discussion of across-the-board pay raises for hourly employees for 1997.

Meeting was adjourned at 8:15 on a motion by M. Lawyer, seconded by W. Doty.


Attest: Barbara Leestma, Secretary
Anne-Marie Egan, Vice-President


Robert Souza, President

Salary Changes -October 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Heeke, Michelle	Librarian 2	\$12.50	\$6,000.00	40	R Start 10/9/95
Waling, Elaine	Page	\$4.40	\$2,240.00	10	R Start 8/29/95

Explanation: Michelle Heeke is taking the position of Headquarters Librarian at Rensselaer.

Elaine Waling will be receiving her 6 month step raise on October 15.

Gene Marie Egan _____

Miriam Sawyer _____

Robert Souza _____

Margaret Hohner _____

MEMORANDUM

Policies for Consideration in October:

Fax Machines Policy

Staff Complaint Policy

The Policy Committee is recommending no changes in the above policies.

Vote: to make no changes at this time in the Fax Machine Policy or the Staff Complaint Policy.

MEMORANDUM

Request for Meeting Room Use

Summary: Sorrowful Mother Catholic Church in Wheatfield has asked for permission to use/rent the Wheatfield meeting room on Sunday mornings between 9:00 - 10:15 AM for one of their religious education classes.

Discussion: The Church is experiencing a growth in the number of children in attendance and are unable to accommodate those children within their own facilities.

We have no other groups wishing to use the room at that time. The Wheatfield staff sees no problem with allowing the church to use the room.

This use is consistent with our Meeting Room Policy which states that the rooms are available "primarily for the use of nonprofit groups or meetings of a civic, cultural, or educational nature".

It also states that "Until further notice, no fee is charged for meeting room use..."

The Library often has its own parking spots filled and the Church has been very gracious about allowing us to use its parking lot.

Recommendation: I recommend that the Board allow the church to hold Sunday morning religious education classes in the library's meeting room.

Vote: to allow the Sorrowful Mother Catholic Church to hold a religious education class in the Wheatfield Library meeting room on Sunday mornings.

MEMORANDUM

Community Information Module

Summary: Late in 1994, we purchased the Galaxy Community Information Module software for \$4,000. We planned to collect information about community events, government officials, etc. and make it available to patrons either through the dial-up modem or through access at terminals within the libraries.

We have since decided that it would be easier, cheaper and more practical to use the Internet to access and circulate the types of information we had hoped to provide for our patrons. Therefore, we would like your permission to return this product to Gaylord for credit which can be used any time in the next 5 years for other Galaxy products.

Discussion: We purchased this module mainly because Mary Martin and others had seen it demonstrated at ILF and felt that we could provide a valuable service to our patrons through its use. Of course, within a month or two after the software was loaded onto our system, Mary left JCPL.

When we studied the module, we discovered that entering data was going to be more difficult than we had been told. Representatives of local groups would not be able to easily enter data themselves since it must be entered in MARC record format, the format used for cataloging library materials. Thus we discovered that this module would be a very time intensive project for our Technical Services Department to take on.

We have talked to staff in other libraries having the module. We found that many problems exist and that many are dissatisfied with the product.

Recommendation: I recommend that we return the software to Gaylord for credit against further upgrades to our system.

Vote: to return the Community Information Module to Gaylord for \$4,000 credit against future upgrades to our system.

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
September 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5618	5900	2330	13848
Added this month	174	218	44	436
Withdrew this month	105	143	13	261
Total registered	5687	5975	2361	14023
Non-resident, paying	30	35	1	66
PLAC card users	0	4	0	4
Reciprocal borrowers	115	64	5	184
XX				
INTRALIBRARY LOANS FILLED	175	209	89	473
LOCAL HISTORY				
In person	2	19	2	23
Letters written	1	2		3
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	17	189	34	240
Computer software used	17	141		158
VCR Use	1	0		1
Microforms		59		59
CD ROM software used		81	2	83
Public use of FAX service	6	19		25
Typewriter use	4	5	3	12
Other equipment used				0
Reference bk/vert. file copies made	41	35		
OTHER LIBRARY SERVICES USED				
Walking book visits		1		1
Notarized documents	9			9
Meeting Room Use (number of groups)	46	28	13	87
Study room use	7	21		28
XX				
INTERLIBRARY LOANS				
Requests made for:	31	46	15	92
Items rec'd for:	23	47	21	91
Items outstanding:	8	-1	-6	1
Items from Indiana libraries	17	36	16	69
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-7.6%	-2.1%	-19.3%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	32240	46082	23928
Total Titles Owned	30164	42374	21828
Daily Avg Circulation	275	346	107
XX			
MONTHLY SYSTEM STATISTICS	1994	1995	% change
Circulation	21420	18182	-15%
Jan. to date circulation	193454	192496	-0%

WHEATFIELD COLLECTION

MONTH
END

[illegible]

(XX)

ADULT BOOKS

7022	6917
6234	4763

Fiction
Nonfiction

CHILDREN'S BKS

6563	6451	6664	6552	8727	8321	8832	8426
4051	3921	4094	3964	6823	6272	6911	6360

5197	5094
3321	3141

Fiction
Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	388	176	388	176
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941 812 943 814 2005 1461 2023 1479

1288 1151

114	114	117	117	161	161	166	166
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31828	29778	32240	30164	45594	41916	46082	42374	23800	21711	23928	21828	TOTAL
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JASPER COUNTY PUBLIC LIBRARY PROGRAMS
September 1995

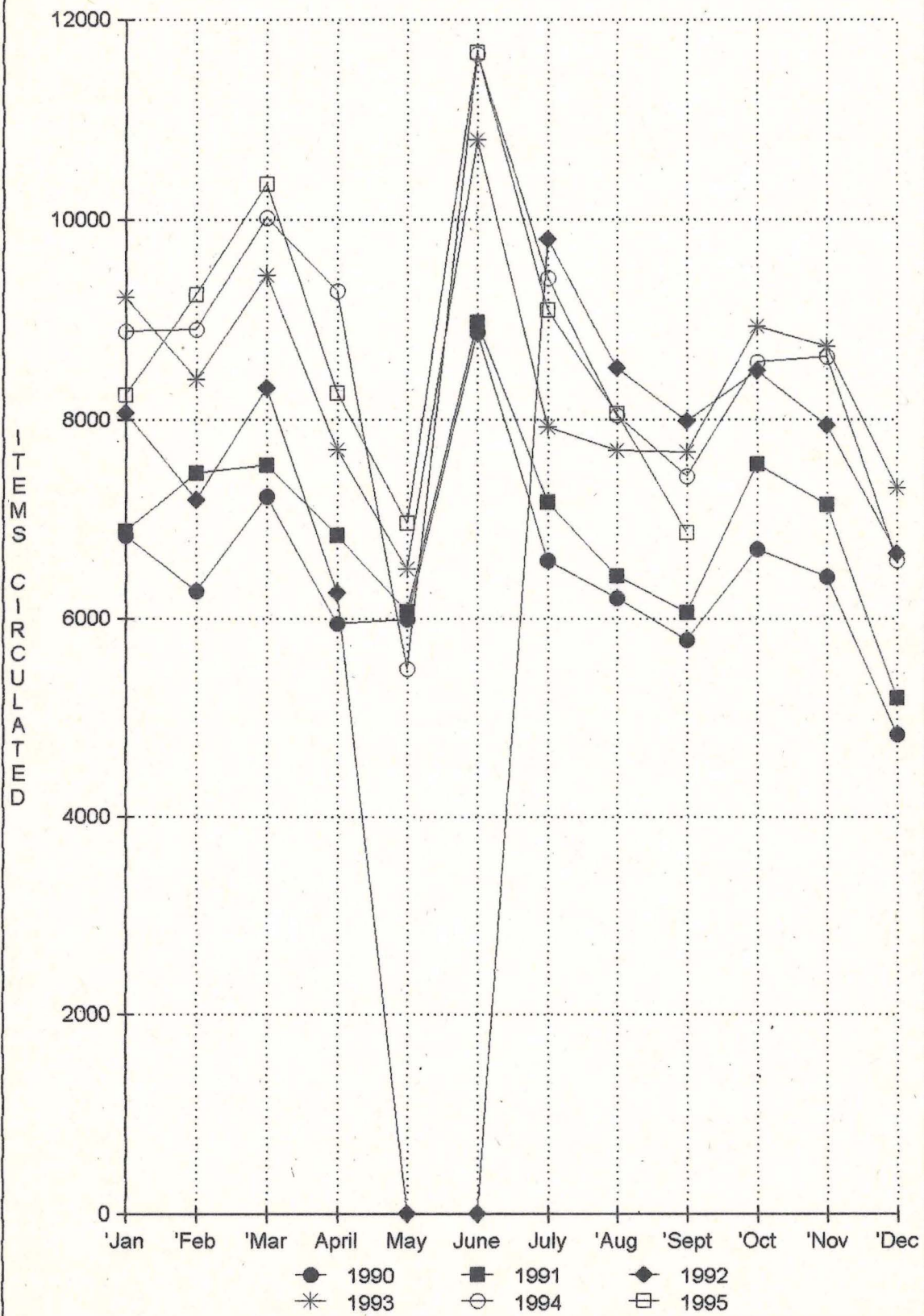
	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	1	4	6	11
Number attending	7	67	74	148
YA Programs (14-17)	1			1
Number attending	24			24
Adult Programs	5	6	4	15
Number attending	35	50	81	166
Senior Citizen Programs	1			1
Number attending	24			24
TOTAL NO. OF PROGRAMS	8	10	10	28
TOTAL PERSONS ATTENDING	90	117	155	362

CIRCULATION BY PATRON CODE

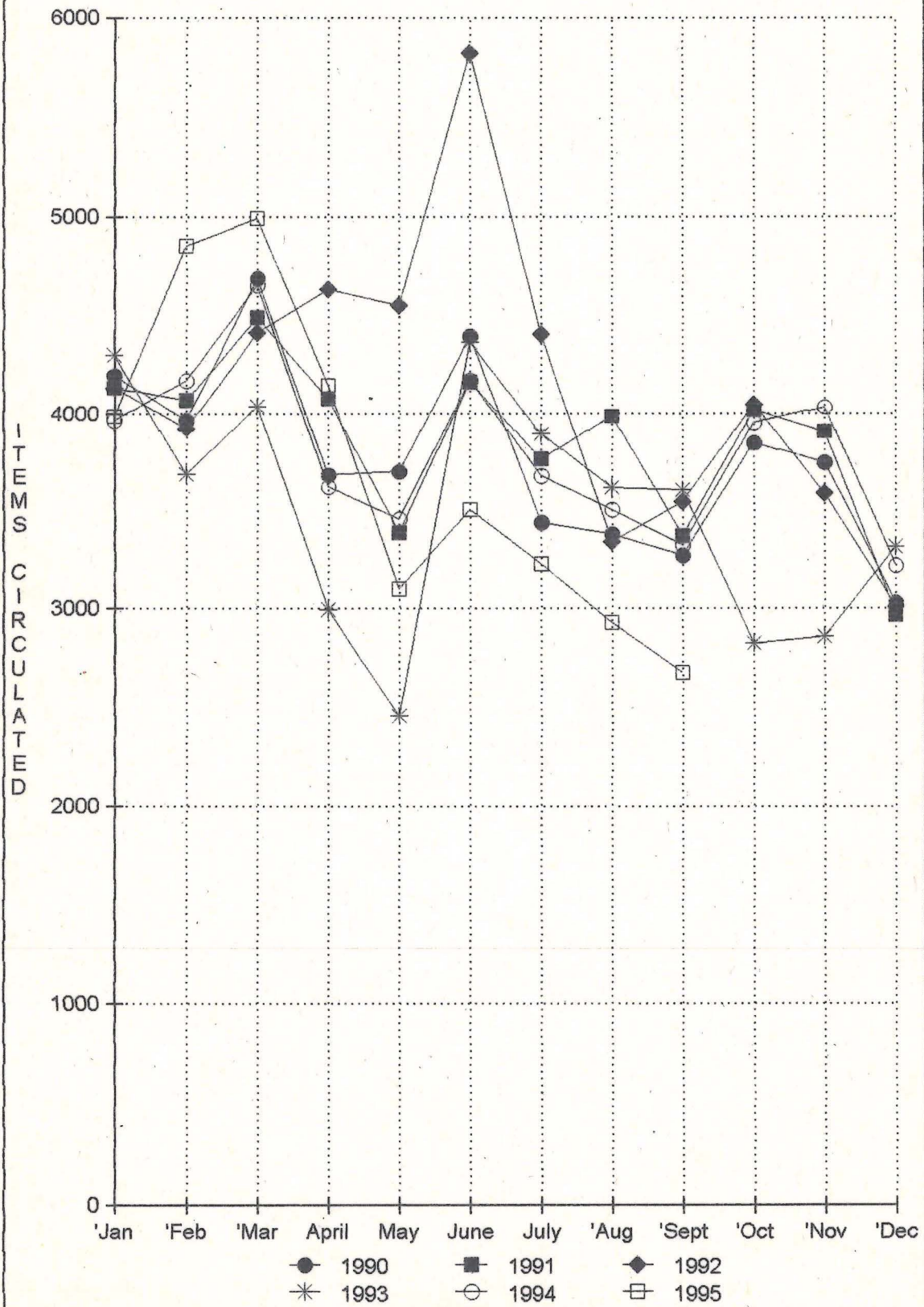
September 1995

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	695	10.8%	880	10.9%	346	13.7%	1921	11.3%
Adult Female (1)	3727	57.8%	3938	48.7%	1538	60.7%	9203	54.0%
Juvenile 0-11 (2)	987	15.3%	1457	18.0%	246	9.7%	2690	15.8%
YA 12-17 (3)	431	6.7%	477	5.9%	268	10.6%	1176	6.9%
Nonresident No Fee (4)	94	1.5%	340	4.2%	3	0.1%	437	2.6%
Board/Staff (5)	219	3.4%	407	5.0%	128	5.1%	754	4.4%
School (6)	0	0.0%	94	1.2%	0	0.0%	94	0.6%
St. Joseph College (7)	4	0.1%	50	0.6%	0	0.0%	54	0.3%
State Library Card (8)	0	0.0%	1	0.0%	1	0.0%	2	0.0%
Nonresident Fee (9)	100	1.6%	219	2.7%	0	0.0%	319	1.9%
Corporate (10)	0	0.0%	120	1.5%	0	0.0%	120	0.7%
Reciprocal (11)	187	2.9%	95	1.2%	2	0.1%	284	1.7%
Total	6444		8078		2532		17054	
Total items borrowed by nonresidents	385	6.0%	799	9.9%	6	0.2%	1190	7.0%

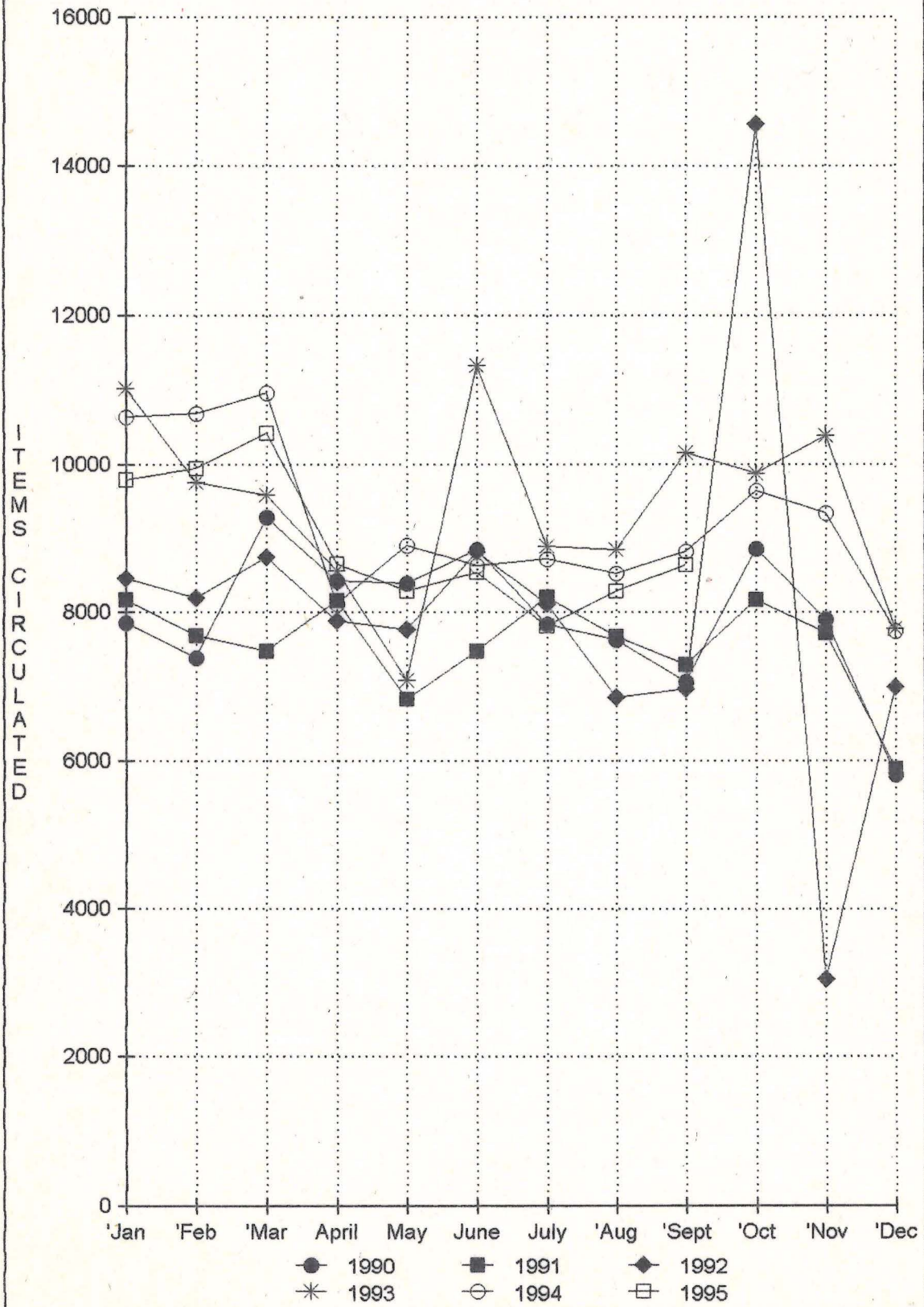
MONTHLY CIRCULATION DEMOTTE



MONTHLY CIRCULATION WHEATFIELD



MONTHLY CIRCULATION RENSSELAER



JCPL FINANCIAL STATEMENT

SEPTEMBER 29, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$3,676.95	\$483,721.13	\$69,725.57	\$636,205.09	\$111,078.82
Investments \$15,000.00						
Public Library Access Card Fund	\$0.00	\$51.00	\$187.00	\$0.00	\$0.00	\$187.00
Gift Fund	\$4,794.34	\$160.00	*\$856.16	\$15.48	\$2,972.27	\$2,678.23
DeMotte	\$2,362.04	\$60.00	\$449.00	\$15.48	\$1,499.60	\$1,311.44
Rensselaer	\$1,718.02	\$80.00	*\$342.16	\$0.00	\$1,391.28	\$668.90
Wheatfield	\$714.28	\$20.00	\$65.00	\$0.00	\$81.39	\$697.89
*Transferred to Satellite Fund (\$1500)						
Bond & Interest Redemption Fund	\$128,832.99	\$0.00	\$204,818.39	\$0.00	\$118,232.50	\$215,418.88
Investments \$215,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,115.70	\$53.15	\$1,115.70	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments \$20,000.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$0.00	**\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
**Transfer from Rens. Gift Fund						
Construction Fund	\$15,344.67	\$0.00	\$1,452.45	\$0.00	\$6,959.30	\$9,837.82
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$0.00	\$66.48	\$736.22	(\$0.92)
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$929.47)	(\$96.63)	\$2,679.66
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$5,387.95	\$693,650.83	\$68,931.21	\$767,249.45	\$374,587.68

{ CURRENT BANK BALANCES }
 DATE { 29 Sep 95 }

A1 {BANK ONE CHECKING }	B1 {	105076.56}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	9860.80}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	.00}
A4 {FIRST OF AMERICA BANK }	B4 {	5802.99}
A5 {DEMOTTE STATE BANK }	B5 {	1745.33}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	588.86}
A7 {NBD BANK, N.A. }	B7 {	486.09}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	1027.05}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	.00}
A10{CD #7900074936 }	B10{	.00}
A11{CD #7700834869 }	B11{	.00}
A12{CD #025211 }	B12{	150000.00}
A13{CD #7700863462 }	B13{	.00}
A14{CD #7700864247 }	B14{	100000.00}
A15{ }	B15{	.00}

TOTAL	B16{	374587.68}

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 22 Sep 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
EC 95	025211	FIRST FED.SAV	182 DAY	150000.00	5.84	140.01-03	15 JUN 95	.00	
1/ NOV 95	7700864247	FIRST OF AHER	120 DAYS	100000.00	5.75	140.01-02-0	20 JUL 95	.00	
--TOTALS--				250000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 22 Sep 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 SEP 94	001-046-6211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
13 DEC 94	001-046-6212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	\$3236.11
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
28 APR 95	7900074936	FIRST OF AHER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	
10 JUL 95	7700834869	FIRST OF AHER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	1952.87	
15 SEP 95	7700863462	FIRST OF AHER	92 DAY	100000.00	5.68	140.01	15 JUN 95	1416.10	7233.48
--TOTALS--				900000.00				10469.59	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

29 Sep 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPEN
1.11	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	29000.34	9729.66	75
1.12	SALARY OF ASSISTANTS	381564.00	.00	381564.00	29336.97	270312.90	111251.10	71
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2177.00	19930.60	6888.40	74
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2657.76	24421.94	9719.06	72
1.22	UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	.00	2307.73	-1067.73	186
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	16454.26	6763.74	71
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	21.45	16340.45	480.00	5699.02	10641.43	35
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	.00	527.83	972.17	35
2.11	OFFICIAL RECORDS	950.00	.00	950.00	.00	641.37	308.63	68
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	526.41	2438.02	2061.98	54
2.21	CLEANING & SANITATION SUPPLIES	4000.00	89.95	4089.95	25.49	2475.87	1614.08	61
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	4.05	15.95	20
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	308.26	2091.94	708.06	75
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	87.50	372.62	277.38	57
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0
2.33	REPAIR PARTS	300.00	.00	300.00	1.39	171.79	128.21	57
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	331.37	3032.29	967.71	76
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	3797.89	1202.11	76
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0
3.13	LEGAL SERVICES	2500.00	.00	2500.00	135.00	517.50	1982.50	21
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	.00	337.50	162.50	68
3.21	TELEPHONE	25000.00	6.60	25006.60	1978.93	16560.31	8446.29	66
3.22	POSTAGE	7500.00	54.50	7554.50	46.84	4139.24	3415.26	55
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	226.50	2547.75	1452.25	64
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	408.43	3545.18	2454.82	59
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	61.75	692.39	-192.39	138
3.32	OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0
3.42	OTHER INSURANCE	18000.00	.00	18000.00	.00	11049.00	6951.00	61
3.51	GAS	27000.00	.00	27000.00	343.70	10826.60	16173.40	40
3.52	ELECTRICITY	57000.00	.00	57000.00	7126.49	33635.33	23364.67	59
3.53	WATER	1600.00	.00	1600.00	65.95	561.55	1038.45	35
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	171.32	1459.08	1740.92	46
3.61	BUILDING & STRUCTURES	16000.00	6176.50	22176.50	983.11	25774.04	-3597.54	119
3.62	EQUIPMENT	4000.00	.00	4000.00	40.00	1687.42	2312.58	42
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0
3.72	EQUIPMENT	250.00	.00	250.00	63.95	223.55	26.45	89
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0
3.91	DUES	1800.00	.00	1800.00	.00	710.00	1090.00	39
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0
3.95	SERVICE CONTRACTS	10000.00	.00	10000.00	851.50	6226.45	3773.55	62
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	.00	250.00	0
3.98	MAINTENANCE CONTRACTS	35000.00	.00	35000.00	1890.70	13039.68	21960.32	37
4.1	LAND	.00	.00	.00	.00	.00	.00	0
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0
4.3	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	3008.00	4986.96	7013.04	42
4.51	BOOKS	113000.00	.00	113000.00	12399.29	73119.52	39880.48	65
4.52	PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	140.97	28076.03	6965.82	80
4.53	NONPRINTED MATERIALS	17000.00	19.95	17019.95	623.53	12461.20	4558.75	73
	-TOTAL-	954071.00	6410.80	960481.80	69725.57	636205.09	324276.71	66

CHANGES TO APPROPRIATION REPORT
DATE 29 Sep 95

Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-2.21	20 Jun 95	89.95	REBATE ON COMET CLEANER-INTROD.O
100-3.21	10 Jul 95	6.60	LONG DISTANCE CALLS-REIMBURSEMEN
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.22	14 Jun 95	19.74	B&T Lease Books Postage Reimburs
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-3.61	17 Aug 95	511.50	INSURANCE CLAIM ON AIR COND. COM
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO
100-4.53	29 Sep 95	19.95	VIDEO RETURNED FOR REFUND

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

29 Sep 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	709.31	4601.64	.00	5880.30	-1278.66
	-TOTAL-	15344.67	1452.45	16797.12	.00	6959.30	9837.82

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET
RENSSELAER, IN 47978-2447

PAGE 1

29 Sep 95

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
VOID CHEC	03229	TEETERS CULLIGAN	-29.75	11 SEP 95	VOID VOUCHER #02909 & CHECK
transfer	03322	JASPER COUNTY PUBLIC LIBRARY	100000.00	15 SEP 95	CD #7700863462 MATURED
TRANSFER	03323	JASPER COUNTY PUBLIC LIBRARY	1500.00	25 SEP 95	START-UP MONEY FOR SATELLITE
074164	03177	ACORDIA PERSONAL BENEFITS, I	1148.56	11 SEP 95	QTLY PREMIUM-BEEVER, LOEHRER
004850	03256	BACHMAN, CAROL	543.09	08 SEP 95	PAYROLL
004851	03255	MARLENE BEEDLE	370.94	08 SEP 95	PAYROLL
004852	03268	YVONNE J. BEEVER	734.03	08 SEP 95	PAYROLL
004853	03275	BELSTRA, COURTNEY B.	29.90	08 SEP 95	PAYROLL
004854	03272	AMY A. BROWN	57.94	08 SEP 95	PAYROLL
004855	03246	GLENDA BROWN	560.47	08 SEP 95	PAYROLL
004856	03273	REBECCA S. CARDEN	300.58	08 SEP 95	PAYROLL
004857	03250	RENEE CARR	352.40	08 SEP 95	PAYROLL
004858	03249	LYNN DAUGHERTY	1067.73	08 SEP 95	PAYROLL
004859	03276	KIMBERLY DELGER	16.62	08 SEP 95	PAYROLL
004860	03270	PAULETTE EIERMAN	377.88	08 SEP 95	PAYROLL
004861	03254	JULIE EISELE	340.17	08 SEP 95	PAYROLL
004862	03240	CHARLOTTE FAGEN	612.09	08 SEP 95	PAYROLL
004863	03253	PAMELA FERBER	657.35	08 SEP 95	PAYROLL
004864	03265	MOLLY A. GATLIN	99.66	08 SEP 95	PAYROLL
004865	03269	HEATHER A. HOPP	72.85	08 SEP 95	PAYROLL
004866	03252	ROSE E. HOWARD	612.11	08 SEP 95	PAYROLL
004867	03257	GAIL M. JUNG	579.69	08 SEP 95	PAYROLL
004868	03267	ANGELA M. KARCH	87.93	08 SEP 95	PAYROLL
004869	03247	DIANA KOORY	104.84	08 SEP 95	PAYROLL
004870	03243	JOAN KOPANDA	402.71	08 SEP 95	PAYROLL
004871	03244	KROS, DIANE	492.52	08 SEP 95	PAYROLL
004872	03259	SHARON K. LEWIS	95.49	08 SEP 95	PAYROLL
004873	03264	LOEHRER, KAREN L.	475.45	08 SEP 95	PAYROLL
004874	03245	BONNIE POWELL	401.12	08 SEP 95	PAYROLL
004875	03271	ANNETTE M. PRATT	88.90	08 SEP 95	PAYROLL
004876	03274	LISA RUSHER	253.59	08 SEP 95	PAYROLL
004877	03241	SHARON SCHULENBERG	532.68	08 SEP 95	PAYROLL
004878	03248	EILEEN SPURGEON	56.52	08 SEP 95	PAYROLL
004879	03260	LYNN M. STALBAUM	77.39	08 SEP 95	PAYROLL
004880	03262	JACK STANDISH	343.49	08 SEP 95	PAYROLL
004881	03242	JILL TACHTIRIS	518.03	08 SEP 95	PAYROLL
004882	03266	ELAINE WALING	85.03	08 SEP 95	PAYROLL
004883	03258	WEBSTER, RACHAEL D.	168.99	08 SEP 95	PAYROLL
004884	03251	WHITED, AMBER	334.32	08 SEP 95	PAYROLL
004885	03263	MARGARET M. WOODS	445.47	08 SEP 95	PAYROLL
004886	03261	LEANNE YORK	737.15	08 SEP 95	PAYROLL
004887	03292	BACHMAN, CAROL	496.47	25 SEP 95	PAYROLL
004888	03291	MARLENE BEEDLE	366.40	25 SEP 95	PAYROLL
004889	03304	YVONNE J. BEEVER	734.03	25 SEP 95	PAYROLL
004890	03311	BELSTRA, COURTNEY B.	59.80	25 SEP 95	PAYROLL
004891	03308	AMY A. BROWN	45.79	25 SEP 95	PAYROLL
004892	03283	GLENDA BROWN	517.11	25 SEP 95	PAYROLL
004893	03309	REBECCA S. CARDEN	529.69	25 SEP 95	PAYROLL

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Sep 95

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004894	03287	RENEE CARR	393.20	25 SEP 95	PAYROLL
004895	03286	LYNN DAUGHERTY	1067.73	25 SEP 95	PAYROLL
004896	03312	KIMBERLY DELGER	80.99	25 SEP 95	PAYROLL
004897	03306	PAULETTE EIERMAN	414.20	25 SEP 95	PAYROLL
004898	03290	JULIE EISELE	310.96	25 SEP 95	PAYROLL
004899	03277	CHARLOTTE FAGEN	612.09	25 SEP 95	PAYROLL
004900	03301	MOLLY A. GATLIN	69.66	25 SEP 95	PAYROLL
004901	03305	HEATHER A. HOPP	96.37	25 SEP 95	PAYROLL
004902	03289	ROSE E. HOWARD	493.93	25 SEP 95	PAYROLL
004903	03293	GAIL M. JUNG	579.69	25 SEP 95	PAYROLL
004904	03303	ANGELA M. KARCH	90.76	25 SEP 95	PAYROLL
004905	03284	DIANA KOBY	537.17	25 SEP 95	PAYROLL
004906	03280	JOAN KOPANDA	402.71	25 SEP 95	PAYROLL
004907	03281	KROS, DIANE	492.52	25 SEP 95	PAYROLL
004908	03295	SHARON K. LEWIS	81.85	25 SEP 95	PAYROLL
004909	03300	LOEHRER, KAREN L.	381.43	25 SEP 95	PAYROLL
004910	03282	BONNIE POWELL	371.13	25 SEP 95	PAYROLL
004911	03307	ANNETTE M. PRATT	108.70	25 SEP 95	PAYROLL
004912	03310	LISA RUSHER	309.64	25 SEP 95	PAYROLL
004913	03278	SHARON SCHULENBERG	499.42	25 SEP 95	PAYROLL
004914	03285	EILEEN SPURGEON	84.78	25 SEP 95	PAYROLL
004915	03296	LYNN M. STALBAUM	77.39	25 SEP 95	PAYROLL
004916	03298	JACK STANDISH	303.50	25 SEP 95	PAYROLL
004917	03279	JILL TACHTIRIS	472.77	25 SEP 95	PAYROLL
004918	03302	ELAINE WALING	62.34	25 SEP 95	PAYROLL
004919	03294	WEBSTER, RACHAEL D.	129.66	25 SEP 95	PAYROLL
004920	03288	WHITED, AMBER	229.56	25 SEP 95	PAYROLL
004921	03299	MARGARET M. WOODS	384.18	25 SEP 95	PAYROLL
004922	03297	LEANNE YORK	737.15	25 SEP 95	PAYROLL
014163	03176	ACE HARDWARE	6.00	11 SEP 95	STORAGE CONTAINERS
014165	03178	AMERICAN LIBRARY ASSN	36.60	11 SEP 95	PROFESSIONAL PUBLICATIONS
014166	03179	ASSOCIATED LIBRARIES, INC.	3282.88	11 SEP 95	BOOKS
014167	03180	CAROL BACHMAN	22.00	11 SEP 95	MILEAGE
014168	03181	BAKER & TAYLOR	4077.83	11 SEP 95	BOOKS, GIFT BOOKS, VIDEOS
014169	03182	BAKER & TAYLOR ENTERTAINMENT	15.00	11 SEP 95	VIDEOS
014170	03183	BAKER & TAYLOR BOOKS	350.96	11 SEP 95	BOOKS-CONTINUATIONS
014171	03184	BEN FRANKLIN	15.42	11 SEP 95	GLUE, PENCILS, POSTER BOARD,
014172	03185	BETTER CONTAINERS MFG. CO. I	165.20	11 SEP 95	PLASTIC BOOK BAGS-RENS.
014173	03186	CENTRAL STATES SALES CORPORA	231.87	11 SEP 95	PROJECTOR BULBS, OUTDOOR LIGH
014174	03187	CHICAGO PUBLIC LIBRARY-ILL	20.45	11 SEP 95	ILL BOOK
014175	03188	CUSTOM LAWN CARE	165.00	11 SEP 95	LAWN CARE-AUGUST-RENS.
014176	03189	DEMCO	269.30	11 SEP 95	AUDIO CASSETTE CASES, VIDEO C
014177	03191	DISCOUNT WIRING MATERIALS, I	71.40	11 SEP 95	FLUORESCENT BULBS
014178	03192	DUMAS & MORIARTY	135.00	11 SEP 95	TELEPHONE CONFERENCES
014179	03193	EBSCO SUBSCRIPTION SERVICES	21.97	11 SEP 95	MAGAZINE RATE ADJUSTMENTS
014180	03194	ENTRE COMPUTER CENTER	3008.00	11 SEP 95	COMPAQ COMPUTER, MONITOR, PRIN
014181	03195	EDUCATORS PROGRESS SERVICE,	36.90	11 SEP 95	BOOK
014182	03196	FAGEN PHARMACY	15.27	11 SEP 95	UPS-RETURN BOOKS

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RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014183	03197	FASE'S	141.50	11 SEP 95	FAN RENTAL-RENS.LIB.;REDOUT-
014184	03198	FILIP INC.	25.49	11 SEP 95	M-FOLD TOWELS
014185	03199	FRIENDS OF BEECH GROVE PUB.L	5.50	11 SEP 95	BOOK
014186	03200	GAIL JUNG	24.75	11 SEP 95	MILEAGE
014187	03201	GAIL JUNG	47.77	11 SEP 95	RENSSELAER PETTY CASH
014188	03202	GALE RESEARCH INC.	848.06	11 SEP 95	BOOKS-CONTINUATIONS:
014189	03203	GAYLORD BROS.	51.00	11 SEP 95	GALAXY HARDWARE MAINTENANCE-
014190	03204	HERITAGE OFFICE PRODUCTS, IN	1848.04	11 SEP 95	COPIER SERVICE AGREEMENTS, M
014191	03205	INDIANA LIBRARY FEDERATION	118.00	11 SEP 95	INTELLECTUAL FREEDOM WKSH-P-B
014192	03206	INDIANA DEPT. OF EDUCATION	15.00	11 SEP 95	SCHOOL DIRECTORIES
014193	03207	INDIANA UNIVERSITY	18.00	11 SEP 95	BOOK-COUNTY POPULATION PROJE
014194	03208	KANKAKEE VALLEY POST NEWS	11.55	11 SEP 95	DEMOTTE PAGE ADVERTISEMENT
014195	03209	LAWTON ENTERPRISES	247.43	11 SEP 95	BOOKS & VIDEOS
014196	03210	LDDS COMMUNICATIONS	1040.84	11 SEP 95	DATA LINES & LONG DISTANCE S
014197	03211	LIBRARY VIDEO COMPANY	80.70	11 SEP 95	VIDEOS
014198	03212	LYNN DAUGHERTY	74.00	11 SEP 95	MILEAGE & NILBA DINNER SUPPL
014199	03213	MATHIS PUMP REPAIR & TRENCHI	47.71	11 SEP 95	REPLACE HEATER ELEMENT-WHEAT
014200	03214	NATIONAL GEOGRAPHIC SOCIETY	13.90	11 SEP 95	BOOKS
014201	03215	NIPSCO	4808.30	11 SEP 95	UTILITIES-DEMOTTE-JULY (ELEC
014202	03216	NORTHWESTERN INDIANA TELEPHO	142.47	11 SEP 95	DEMOTTE-TELEPHONE-SEPT
014203	03217	PEGGY SULLIVAN	117.50	11 SEP 95	NILBA DINNER SPEAKER
014204	03218	PEGGY WOODS	107.79	11 SEP 95	MILEAGE-INCOLSA MARC FORMAT
014205	03220	PRECISION CONTROL SYSTEMS, I	351.00	11 SEP 95	REPAIRS TO HVAC SYSTEM-RENS.
014206	03221	QUALITY BOOKS INC.	3655.88	11 SEP 95	BOOKS & VIDEOS
014207	03222	QUILL	515.92	11 SEP 95	PENS,LABELS,ENVELOPES,TYPE R
014208	03223	RENSSELAER REPUBLICAN	50.20	11 SEP 95	HEADQUARTER'S LIBRARIAN AD.
014209	03224	RENSSELAER SEWING CENTER	40.00	11 SEP 95	PRINTER REPAIRS-PANASONIC 11
014210	03225	RUNYAN ROOFING, INC.	130.00	11 SEP 95	ROOF REPAIRS-DEMOTTE LIB.
014211	03226	SECURITY COURIERS CORP.	851.50	11 SEP 95	COURIER SERVICE-8/4 THRU 9/1
014212	03227	SIMPLEX TIME RECORDER CO.	50.40	11 SEP 95	REPLACEMENT BATTERY-RENS.
014213	03228	SUNSET PUBLICATIONS, INC.	26.51	11 SEP 95	VIDEOS
014214	03230	TEETERS CULLIGAN	64.45	11 SEP 95	COOLER RENTAL & WATER-SEP &
014215	03231	TIME-LIFE EDUCATION	27.40	11 SEP 95	BOOKS
014216	03232	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	11 SEP 95	SEWAGE-DEMOTTE LIBRARY-JULY
014217	03233	TOWN OF DEMOTTE	10.00	11 SEP 95	ORDINANCE MANUALS-DEMOTTE
014218	03234	UNITED SUPPLY CO. INC.	137.08	11 SEP 95	CONSTRUCTION PAPER-D.;PAINT
014219	03235	USA TODAY	119.00	11 SEP 95	SUBSCRIPTION-DEM.
014220	03236	WALSTRA FINE CUT	239.00	11 SEP 95	LAWN CARE-DEMOTTE-JULY
014221	03237	YVONNE BEEVER	68.04	11 SEP 95	INCOLSA MARC FORMAT WRKSH-P &
014222	03238	BANK ONE	4355.83	08 SEP 95	FICA & FED TAXES WITHHELD LE
014223	03239	INDIANA DEFERRED COMPENSATIO	135.00	08 SEP 95	WITHHELD FROM 08 SEP 95 PAYR
014224	03313	BANK ONE	4132.79	25 SEP 95	FICA & FED TAX WITHHELD LESS
014225	03314	INDIANA DEFERRED COMPENSATIO	85.00	25 SEP 95	WITHHELD FROM PAYROLL 25 SEP
014226	03315	INDIANA DEPARTMENT OF REVENU	1447.13	25 SEP 95	STATE & COUNTY TAX WITHHELD
014227	03316	CITY OF RENSSELAER	2042.23	25 SEP 95	RENSSELAER-UTILITIES-AUGUST
014228	03318	DISTRICT 1 - ILF	156.00	25 SEP 95	ANNUAL CONFERENCE-10/10/95 -
014229	03319	NIPSCO	750.41	25 SEP 95	UTILITIES-AUGUST-WHEATFIELD
014230	03320	TOWN OF WHEATFIELD SEWER WOR	41.05	25 SEP 95	WHEATFIELD SEWAGE-OCTOBER 19

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014231	03321	UNITED TELEPHONE COMPANY	795.62	25 SEP 95	TELEPHONE-WHEATFIELD & RENS.
--TOTAL AMOUNT OF CLAIMS--			170431.21		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 170431.21. Dated 09 OCT 95.

_____	_____
_____	_____
_____	_____
_____	_____

**Receipt Breakdown
September 29, 1995**

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,475.29	\$16,553.59
DeMotte	\$533.80	\$6,122.08		
Rensselaer	\$625.04	\$6,770.52		
Wheatfield	\$316.45	\$3,660.99		
PHOTOCOPIES.....			\$501.55	\$5,020.81
DeMotte	\$206.90	\$1,891.25		
Rensselaer	\$218.05	\$2,294.29		
Wheatfield	\$76.60	\$835.27		
CARDS.....			\$45.00	\$579.00
DeMotte	\$14.00	\$233.00		
Rensselaer	\$29.00	\$309.50		
Wheatfield	\$2.00	\$36.50		
INTEREST.....			\$1,635.16	\$11,209.16
TAXES.....			\$0.00	\$442,647.79
Property Tax	\$0.00	\$258,380.58		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$27,686.56		
Local Option/Certified Shares	\$0.00	\$140,608.50		
Local Option/Property Tax Repl.	\$0.00	\$13,502.50		
State Distribution	\$0.00	\$1,664.79		
REFUNDS.....			\$19.95	\$7,710.78
B&T - Book Lease Postage	\$0.00	\$107.35		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg.Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$0.00	\$21.45		
Bldg.Insurance Claims/Refunds	\$0.00	\$6,862.50		
A&R News Agency-Chgo.Trib.Ref	\$0.00	\$41.85		
Proctor & Gamble-Rebate(Comet)	\$0.00	\$89.95		
K.Garwood-telephone calls	\$0.00	\$6.60		
City Productions-Video Refund	\$19.95	\$19.95		
TOTAL OPERATING FUND RECEIPTS.....			\$3,676.95	\$483,721.13
PLAC FUND.....			\$51.00	\$187.00
GIFT FUNDS.....			\$160.00	\$856.16 *
DeMotte	\$60.00	\$449.00		
*Rensselaer	\$80.00	\$342.16 *		
Wheatfield	\$20.00	\$65.00		
*Transferred \$1500 to Satellite Fund.				
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$204,818.39
Property Tax	\$0.00	\$184,476.33		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$19,767.42		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,115.70
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$1,500.00	\$1,500.00
CONSTRUCTION FUND.....			\$0.00	\$1,452.45
Interest Earned	\$0.00	\$709.31		
Bldg.Contractor-Reimbursement	\$0.00	\$743.14		
TOTAL RECEIPTS - ALL FUNDS.....			\$5,387.95	\$693,650.83

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004923	03399	BACHMAN, CAROL	451.26	10 OCT 95	PAYROLL
004924	03398	MARLENE BEEDLE	330.15	10 OCT 95	PAYROLL
004925	03410	YVONNE J. BEEVER	734.03	10 OCT 95	PAYROLL
004926	03417	BELSTRA, COURTNEY B.	109.19	10 OCT 95	PAYROLL
004927	03414	AMY A. BROWN	60.74	10 OCT 95	PAYROLL
004928	03391	GLENDA BROWN	473.74	10 OCT 95	PAYROLL
004929	03415	REBECCA S. CARDEN	529.69	10 OCT 95	PAYROLL
004930	03394	RENEE CARR	352.40	10 OCT 95	PAYROLL
004931	03393	LYNN DAUGHERTY	1067.73	10 OCT 95	PAYROLL
004932	03418	KIMBERLY DELGER	65.17	10 OCT 95	PAYROLL
004933	03412	PAULETTE EIERMAN	341.56	10 OCT 95	PAYROLL
004934	03397	JULIE EISELE	301.50	10 OCT 95	PAYROLL
004935	03385	CHARLOTTE FAGEN	612.09	10 OCT 95	PAYROLL
004936	03407	MOLLY A. GATLIN	77.39	10 OCT 95	PAYROLL
004937	03411	HEATHER A. HOPP	69.91	10 OCT 95	PAYROLL
004938	03396	ROSE E. HOWARD	493.93	10 OCT 95	PAYROLL
004939	03400	GAIL M. JUNG	579.69	10 OCT 95	PAYROLL
004940	03409	ANGELA M. KARCH	52.95	10 OCT 95	PAYROLL
004941	03392	DIANA KOOS	537.17	10 OCT 95	PAYROLL
004942	03388	JOAN KOPANDA	359.70	10 OCT 95	PAYROLL
004943	03389	KROS, DIANE	492.52	10 OCT 95	PAYROLL
004944	03402	SHARON K. LEWIS	109.13	10 OCT 95	PAYROLL
004945	03390	BONNIE POWELL	311.21	10 OCT 95	PAYROLL
004946	03413	ANNETTE M. PRATT	96.81	10 OCT 95	PAYROLL
004947	03416	LISA RUSHER	281.61	10 OCT 95	PAYROLL
004948	03386	SHARON SCHULENBERG	446.21	10 OCT 95	PAYROLL
004949	03403	LYNN M. STALBAUM	102.86	10 OCT 95	PAYROLL
004950	03405	JACK STANDISH	346.03	10 OCT 95	PAYROLL
004951	03387	JILL TACHTIRIS	563.30	10 OCT 95	PAYROLL
004952	03408	ELAINE WALING	122.85	10 OCT 95	PAYROLL
004953	03401	WEBSTER, RACHAEL D.	168.99	10 OCT 95	PAYROLL
004954	03395	WHITED, AMBER	229.56	10 OCT 95	PAYROLL
004955	03406	MARGARET M. WOODS	363.75	10 OCT 95	PAYROLL
004956	03404	LEANNE YORK	737.15	10 OCT 95	PAYROLL
014234	03327	ASSOCIATED LIBRARIES, INC.	1562.78	09 OCT 95	BOOKS
014235	03328	AVC CORPORATION	94.00	09 OCT 95	SERVICE AGREEMENT-OCT.
014236	03329	AUDIOFILE	48.00	09 OCT 95	ANNUAL SUBSCRIPTION-T.S.
014237	03330	BAKER & TAYLOR	4835.58	09 OCT 95	BOOKS
014238	03331	BAKER & TAYLOR BOOKS	432.64	09 OCT 95	CONTINUATIONS-BOOKS
014239	03332	BEN FRANKLIN	28.80	09 OCT 95	VIDEOS
014240	03334	BETTY A. HUFF (PAS-TIME BOO	1749.16	09 OCT 95	BOOKS-VIDEOS
014241	03335	CONSOLIDATED INSURANCE AGENC	2022.00	09 OCT 95	WORKMEN'S COMP POLICY-TO 7/1
014242	03336	CUSTOM LAWN CARE	130.00	09 OCT 95	LAWN CARE-RENS.-SEPTEMBER
014243	03337	DEMCO	206.20	09 OCT 95	BOOK POCKETS
014244	03338	DEYOUNG PLUMB, HTG, & AIR CO	148.00	09 OCT 95	AIR CONDITIONER CLEANING & F
014245	03339	DISCOUNT WIRING MATERIALS, I	107.10	09 OCT 95	FLUORESCENT BULBS
014246	03340	DIVERSITY UNIFORMS	27.80	09 OCT 95	EMPLOYEE NAME BADGES
014247	03341	EDUCATION RECORD CENTER	78.89	09 OCT 95	BOOK W/CASSETTE, CASSETTES

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014248	03342	ENTRE COMPUTER CENTER	2698.00	09 OCT 95	486 COMPUTER & BUBBLEJET PRI
014249	03343	FACTS ON FILE, INC.	1588.59	09 OCT 95	BOOKS
014250	03344	FAS-TRACK COMPUTER PRODUCTS	190.28	09 OCT 95	SOFTWARE & LICENSE
014251	03345	FILIP INC.	259.27	09 OCT 95	PAPER TOWELS,M-FOLDS,KLEENEX
014252	03346	GAIL JUNG	71.77	09 OCT 95	MILEAGE, AVC MEETING
014253	03347	GAYLORD BROS.	479.29	09 OCT 95	CONTINUOUS LABELS
014254	03348	GROLIER EDUCATIONAL CORPORAT	261.45	09 OCT 95	ENCYCLOPEDIAS-LANDS & PEOPLE
014255	03349	HERITAGE OFFICE PRODUCTS, IN	802.43	09 OCT 95	SERV.CONTRACT-DEMOTTE #3055
014256	03350	HIGHSMITH CO. INC.	684.23	09 OCT 95	CONTACT PAPER-BOOK PROCESSIN
014257	03351	HILL SATELLITE	3850.00	09 OCT 95	SATELLITE DISH
014258	03352	INDIANA CHAMBER OF COMMERCE	268.25	09 OCT 95	BOOKS, PERIODICALS
014259	03353	IND. DEPT. OF FIRE & BUILDIN	347.00	09 OCT 95	CODE BOOKS
014260	03354	INDIANA DEPT.OF WORKFORCE DE	354.10	09 OCT 95	3rd QTLY. PAYMENT 1995
014261	03355	INDIANA STATE LIBRARY	187.00	09 OCT 95	11 PLAC CARD-3rd QUARTER 199
014262	03356	INFORMATION/REFERENCE GROUP	291.61	09 OCT 95	REFERENCE BOOKS
014263	03357	INGRAM	106.10	09 OCT 95	VIDEOS
014264	03358	KANKAKEE VALLEY READING COUN	10.00	09 OCT 95	MEMBERSHIP - FAGEN & KROS
014265	03359	LDOS WORLDCOM	1053.10	09 OCT 95	DATA LINES & LONG DISTANCE C
014266	03360	LEGAL DIRECTORIES PUBLISHING	55.41	09 OCT 95	BOOKS
014267	03361	LYNN DAUGHERTY	170.17	09 OCT 95	MILEAGE, CALENDAR, TELEPHONE
014268	03362	MARGE HOHNER	13.00	09 OCT 95	MILEAGE
014269	03363	MARLENE BEEDLE	4.00	09 OCT 95	MILEAGE
014270	03364	MICHELLE HEEKE	250.00	09 OCT 95	INTERVIEW EXPENSES
014271	03365	MIDWEST VISUAL EQUIPMENT CO.	59.00	09 OCT 95	REPAIRS TO CAROUSEL PROJECTO
014272	03366	NIPSCO	2433.75	09 OCT 95	UTILITIES-DEMOTTE-AUGUST
014273	03367	OFFICE DEPOT	128.18	09 OCT 95	TELEPHONE AND COMPUTER SOFTW
014274	03368	PENNINGA SALES & SERVICE	65.03	09 OCT 95	SNOW BLOWER MAINTENANCE & RE
014275	03369	PHILIP N. HOWARD	105.00	09 OCT 95	LAWN CARE & GENERAL MAINTENA
014276	03370	POSTMASTER GENERAL	260.00	09 OCT 95	STAMPS: 40-\$1;100-\$.50;100-\$
014277	03371	PRECISION CONTROL SYSTEMS, I	517.00	09 OCT 95	ADJUSTMENT TO BLDG. CONTROLS
014278	03373	PUBLIC EMPLOYEES' RETIREMENT	8038.85	09 OCT 95	3RD QUARTER PAYMENT-1995
014279	03374	QUILL	415.02	09 OCT 95	PRINTER CARTRIDGES,COMPUTER
014280	03375	REGENT BOOK CO., INC.	72.28	09 OCT 95	BOOKS
014281	03376	RELIABLE CORPORATION	80.35	09 OCT 95	CALENDARS, STAPLER, HIGHLIGHT
014282	03377	REVCO D.S., INC.	12.00	09 OCT 95	AUGUST-SUNDAY PAPERS
014283	03378	SECURITY COURIERS CORP.	647.14	09 OCT 95	TRANSPORT SERVICE-SEPT
014284	03379	STANDARD & POOR'S CORP.	525.00	09 OCT 95	POOR'S REG.-RENS-8/21/95-8/2
014285	03380	TIME-LIFE EDUCATION	31.49	09 OCT 95	BOOKS
014286	03381	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	09 OCT 95	SEWER SERV.-DEMOTTE-AUGUST 1
014287	03382	VIKING OFFICE PRODUCTS	67.13	09 OCT 95	CALENDARS-1996
014288	03383	WALSTRA FINE CUT	156.00	09 OCT 95	LAWN CARE-DEMOTTE-AUGUST 199
014289	03384	YVONNE BEEVER	41.00	09 OCT 95	BOOK, MILEAGE
014290	03325	ACORDIA PERSONAL BENEFITS, I	156.10	09 OCT 95	INSURANCE PREMIUM-HOWARD 6/1
014291	03326	ACORDIA PERSONAL BENEFITS, I	601.53	09 OCT 95	QTLY INS.PREMIUM-RUSHER,BACH
014292	03419	BANK ONE	3938.19	10 OCT 95	FICA & FED TAXES WITHHELD 10
014293	03420	INDIANA DEFERRED COMPENSATIO	85.00	10 OCT 95	WITHHELD FROM 10 OCT 95 PAYR
014294	03421	INCOLSA	75.00	10 OCT 95	TECHNOLOGY WORKSHOP-10/23/95
014295	03422	NORTHWESTERN INDIANA TELEPHO	143.89	10 OCT 95	TELEPHONE-DEMOTTE-OCTOBER 19

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014296	03423	TEETERS CULLIGAN	9.95	10 OCT 95	WATER COOLER RENTAL-WHEATFIE
014297	03424	UNITED TELEPHONE COMPANY	634.35	10 OCT 95	TELEPHONE-RENSSELAER-OCTOBER

--TOTAL AMOUNT OF CLAIMS-- 56776.92

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 56776.92. Dated 10 OCT 95.

_____	_____
_____	_____
_____	_____
_____	_____

CIRCULATION BY ITEM FINE CODE
September 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	37	33	11	81
100 (1)	43	62	26	131
200 (2)	24	52	19	95
300 (3)	211	228	84	523
400 (4)	4	16	6	26
500 (5)	72	69	27	168
600 (6)	492	440	193	1125
700 (7)	199	235	80	514
800 (8)	24	55	14	93
900 (9)	110	252	21	383
B (10)	109	87	37	233
j000 (11)	3	17	2	22
j100 (12)	10	22	4	36
j200 (13)	3	13	0	16
j300 (14)	44	66	15	125
j400 (15)	23	10	2	35
j500 (16)	182	184	63	429
j600 (17)	77	117	29	223
j700 (18)	79	234	28	341
j800 (19)	17	17	5	39
j900 (20)	30	157	37	224
jB (21)	44	34	20	98
FIC (22)	1026	1411	365	2802
yaFIC (23)	33	102	50	185
LARGE PRINT (24)	38	86	30	154
jFIC (25)	214	402	80	696
jE (26)	986	1298	343	2627
jER (27)	204	143	49	396
Magazines (28)	763	470	255	1488
Games/Toys (29)	0	13	0	13
Filmstrips (30)	1	0	0	1
Microforms (31)	0	0	0	0
Cassettes (32)	134	171	50	355
jCassettes (33)	53	105	17	175
Compact Discs (34)	165	296	111	572
jCompact Discs (35)	4	3	0	7
Sound Recordings (36)	7	10	7	24
jSound Recordings (37)	2	19	3	24
Software (38)	0	0	0	0
Vertical File (39)	74	77	7	158
Equipment (40)	1	1	0	2
yapFIC (41)	202	154	55	411
jpFIC (42)	176	168	22	366
Reference (43)	24	50	23	97
Genealogy (44)	0	0	0	0
jMagazines (45)	97	23	7	127
VHS (46)	495	801	363	1659
Free reads	329	385	117	831
Puzzles				0
Talking books				0
Assignment shelf books		52		52
TOTAL	6865	8640	2677	18182

AGENDA

**Jasper County Public Library Board of Trustees
Monday, November 13, 1995, 7:00 PM
Rensselaer**

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Workshop Attendance (R 24)	
D. Holidays 1996 (R 7)	
E. Salary ordinance changes (R 13)	
<u>General Business</u>	
A. Introduction of new staff	Information
B. Board meeting dates (R 9-11)	Action
C. Intellectual Freedom Issues (R 26)	Discussion
C. Policy Committee Recommendations (R 15-R 22)	Action
<u>Director's Report</u> (R 23- R 26)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....OCTOBER 9, 1995
 Monthly Meeting of Jasper County Public Library Board Of Directors 7:00 PM

Present: Robert Souza, Anne-Marie Egan, Marge Hohner, Miriam Lawyer, Lynn Daugherty

1. **AGENDA:** M. Lawyer made a motion, seconded by A-M Egan, to accept the Agenda as presented. Motion passed.
2. **CONSENT AGENDA:** M. Lawyer moved to accept the Consent Agenda items which included the September Minutes, Bills/Financial Reports, Salary Ordinance, Fax Machine Policy, Staff Complaint Policy, and Wheatfield Meeting Room Request. A-M Egan seconded the motion. Motion approved.
3. **PARKING RESTRICTION SIGN:** The Board unanimously agreed to forego any *Patron Parking Only* sign at this time at the Rensselaer Library.
4. **COMMUNITY INFORMATION MODULE:** M. Hohner moved that the Community Information Module be returned to Gaylord Information Systems for a \$4000 credit over the next five years which will be applied to future upgrades to our system. A-M Egan seconded the motion. Vote was unanimously in favor.
5. **PROCESSING FEES:** On a motion by M. Lawyer, seconded by A-M Egan, the Board voted to amend last sentence of the Processing Fee motion made at the Sept. 11 meeting to read: *In the case of Long Overdue items, a \$3.00 per item processing fee will be charged plus the original cost of the item.* Motion passed.
6. **LARGE SCREEN ZENITH TELEVISION:** To obtain LSCA Grant money, bills must be paid prior to the 25th of the month for reimbursement the next month. Approval to write a check between board meetings for \$1700 to Fase's TV & Appliance for the 46" television purchased today, was granted on a motion by M. Hohner, seconded by A-M Egan.
7. **BUILDING PROBLEMS:** The Board gave their unanimous approval to have Kent Mahnesmith, the library attorney, to write and send a letter including documentation, to Kim Rothenberger, Ratio Architects, and Dan Nystrand, Ira C. Mast & Sons, Inc., that repairs need to be made within 30 days to the Emergency Door exit at the DeMotte Library. If repairs are not made, the library will have repairs made locally, send them the bill, and will take them to court if necessary.

Leaking pipes at DeMotte may be the result of faulty workmanship, of the use of glycol, or of poor supports. Since the cause is not clear, it was felt that this may be an "iffy" situation which we may choose not to pursue legally. The Director will investigate this problem further.

The Board agreed that if the seven faulty Siebe actuators, which have been replaced, were found to be defective mechanically, we will seek reimbursement for them.

Rohan Trane Services stated the air conditioning systems at DeMotte and Rensselaer are somewhat different in that Rensselaer Library piping is not as well insulated or pitched. It was also noted that Rensselaer does not have any traps in the piping as the DeMotte system has. If Rensselaer Library's air conditioning system was not installed to code specifications, it needs to be corrected at no cost to us. The Board asked the director to pursue along these lines.

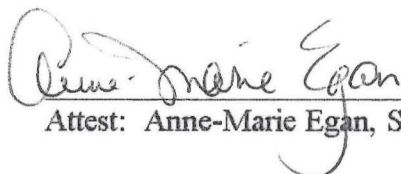
8. COMMENTS: Staff Development Workshop on Problem Patrons was excellent. Information gained will help staff to be more assertive when addressing these issues.

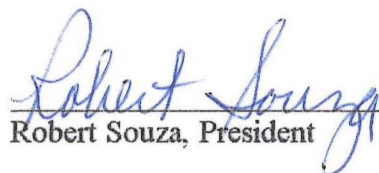
M. Hohner thanked Library Board for giving approval for the Catholic Church to use the Wheatfield Meeting Room on Sunday mornings for religious ed classes.

A-M. Egan commented on how nice the Staff/Board picnic was on September 24th at Spencer Park.

Nominating Committee of Casey, Doty, Leestma must provide a slate of officers for the November board meeting.

With no other business the board meeting adjourned at 7:54 pm on a motion by M.Hohner, seconded by M. Lawyer.


Attest: Anne-Marie Egan, Sec. Pro-tem


Robert Souza, President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
	Added		Withdraw		CIRC- ULA- TION	Added		Withdraw		CIRC- ULA- TION	Added		Withdraw		CIRC- ULA- TION	TOTAL: CIRCULA- TION	
	V	T	V	T		V	T	V	T		V	T	V	T			
	O	I	O	I		O	I	O	I		O	I	O	I			
	L	T	L	T		L	T	L	T		L	T	L	T			
	U	L	U	L		U	L	U	L		U	L	U	L			
	M	E	M	E		M	E	M	E		M	E	M	E			
	E	S	E	S		E	S	E	S		E	S	E	S			
October 1995			S			S		S			S		S				
XX																	
ADULT BOOKS																	
Fiction	45	45			1816	90	90	0	0	2211	45	45			709	4736	
Nonfiction	45	39			1603	73	65			1579	29	26			628	3810	
CHILDREN'S BKS																	
Fiction	81	81			2380	82	82			2298	58	58			726	5404	
Nonfiction	16	16			710	16	16			798	19	19			255	1763	
MAGAZINES, ADT																	
					893					452					280	1625	
MAGAZINES, CH					49					25					28	102	
GRAPHIC MAT'L																	
					1					20						21	
MICROFORMS																	
																0	
SOUND RE/ADUL	15	15	0	0	259	4	4			465	11	11			223	947	
SOUND REC., CH					78					123	0	0			33	234	
CD ROM SOFTWF	0	0				0	0									0	
SOFTWARE																0	
VERTICAL FILE					43	36	36	8	8	92						135	
VHS	8	8			604	16	16	0	0	814	16	16	0		437	1855	
EQUIPMENT					1					4						5	
TOTAL	210	204	0	0	8437	317	309	8	8	8881	178	175	0	0	3319	20637	
XX																	
PERCENT INCREASE/DECREASE					-1.6%					-7.9%					-16.0%		
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD		
Total Materials Owned					32450					46363					24106		
Total Titles Owned					30368					42647					22003		
Daily Avg Circulation					325					342					128		
XX																	
MONTHLY SYSTEM STATISTICS					1994					1995					% change		
Circulation					21626					20637					-5%		
Jan. to date circulation					215080					213133					-1%		

WHEATFIELD COLLECTION

MONTH
END

V O L U M E S	T I T L E S
---------------------------------	----------------------------

XX

ADULT BOOKS
Fiction
Nonfiction

CHILDREN'S BKS
Fiction
Nonfiction

0 0 0 0 0 0 0 0 0 0 MICROFORMS

943	814	958	829	2023	1479	2027	1483	1292	1155	1303	1166	SOUND REC.,ADULT
117	117	117	117	166	166	166	166	31	31	31	31	SOUND REC., CH
5	2	5	2	16	11	16	11	3	3	3	3	CD ROM SOFTWARE
4	2	4	2	90	26	90	26	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
678	653	686	661	874	849	890	865	596	558	612	574	VHS
0		0	0	0		0	0			0	0	EQUIPMENT
32240	30164	32450	30368	46082	42374	46363	42647	23928	21828	24106	22003	TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
October 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5687	5975	2361	14023
Added this month	216	248	61	525
Withdrew this month	112	164	13	289
Total registered	5791	6059	2409	14259
Non-resident, paying	29	36	1	66
PLAC card users	0	4	0	4
Reciprocal borrowers	120	56	5	181
XX				
INTRALIBRARY LOANS FILLED	166	193	69	428
LOCAL HISTORY				
In person	3	26		29
Letters written		1		1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	30	148	37	215
Computer software used	30	163	58	251
VCR Use	1	2		3
Microforms		29		29
CD ROM software used		98	8	106
Public use of FAX service	5	20	15	40
Typewriter use	8	15	6	29
Other equipment used		4		4
OTHER LIBRARY SERVICES USED				
Walking book visits		3		3
Notarized documents		1		1
Meeting Room Use (number of groups)	21	39	24	84
Study room use	11	22		33
Ref book/vf copies made			20	20
XX				
INTERLIBRARY LOANS				
Requests made for:	49	82	12	143
Items rec'd for:	35	40	6	81
Items outstanding:	14	42	6	62
Items from Indiana libraries	25	31	5	61
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE

October 1995

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1054	13.2%	864	10.5%	421	13.4%	2339	12.1%
Adult Female (1)	4418	55.3%	4093	49.9%	1888	60.1%	10399	53.8%
Juvenile 0-11 (2)	1267	15.9%	1538	18.7%	397	12.6%	3202	16.6%
YA 12-17 (3)	443	5.5%	550	6.7%	264	8.4%	1257	6.5%
Nonresident No Fee (4)	96	1.2%	250	3.0%	5	0.2%	351	1.8%
Board/Staff (5)	331	4.1%	344	4.2%	164	5.2%	839	4.3%
School (6)	0	0.0%	94	1.1%	0	0.0%	94	0.5%
St. Joseph College (7)	0	0.0%	53	0.6%	0	0.0%	53	0.3%
State Library Card (8)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	202	2.5%	203	2.5%	0	0.0%	405	2.1%
Corporate (10)	0	0.0%	131	1.6%	0	0.0%	131	0.7%
Reciprocal (11)	178	2.2%	89	1.1%	0	0.0%	267	1.4%
Total	7989		8210		3139		19338	
Total items borrowed by nonresidents	476	6.0%	690	8.4%	5	0.2%	1171	6.1%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
October 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	14	23	13	50
Number attending	266	258	223	747
YA Programs (14-17)		1		1
Number attending	1	9		10
Adult Programs	4	14	4	22
Number attending	246	172	23	441
Senior Citizen Programs	1			1
Number attending	15	94	7	116
TOTAL NO. OF PROGRAMS	19	38	17	74
TOTAL PERSONS ATTENDING	528	533	253	1314

Holiday Schedule 1996

The Libraries will be closed on the following days:

New Year's Day: Monday, January 1
Memorial Day: Monday, May 27
Independence Day: Thursday, July 4
Labor Day: Monday, September 2
Thanksgiving: Thursday, November 28
Christmas Eve: Tuesday, December 24
Christmas Day: Wednesday, December 25
New Year's Eve: Tuesday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month.

MEMORANDUM

Board Meeting Dates

Summary: Miriam and Marge have found an excellent candidate to suggest to the County Commissioners to replace Miriam at the end of December. The problem is that she will be taking classes on Monday evenings during the 1996-1997 school year. Marge, Miriam and I are proposing that board meeting dates be changed to the second Tuesday of the month beginning August 26 to accommodate this person.

Discussion: You will find two sets of Board Meeting Dates for your approval (R 10, R 11). You should approve R 10 if an August change in the board meeting day is agreeable to all of you. You should approve R 11 if you are not agreeable to the Tuesday board meetings.

Next Step(s): To decide if all present board members could meet on Tuesday evenings if necessary.

Vote: To adopt one of the Meeting Date schedules for 1996.

Board Meeting Dates

1996

**Meetings are held at
7:00 P.M.
at Rensselaer Library
unless otherwise noted**

Monday, January 15 (third Monday)
Monday, February 12
Monday, March 11
Monday, April 8
Monday, May 13 (at DeMotte)
Monday, June 10
Monday, July 8 (at Wheatfield)
Monday, August 12
Tuesday, August 27 (to pass budget only)
Tuesday, September 10 (at DeMotte)
Tuesday, October 15
Tuesday, November 12 (at Wheatfield)
December 17 (third Tuesday)

11/95

Board Meeting Dates

1996

**Meetings are held at
7:00 P.M.
at Rensselaer Library
unless otherwise noted**

Monday, January 15 (third Monday)
Monday, February 12
Monday, March 11
Monday, April 8
Monday, May 13 (at DeMotte)
Monday, June 10
Monday, July 8 (at Wheatfield)
Monday, August 12
Monday, August 26 (to pass budget only)
Monday, September 9 (at DeMotte)
Monday, October 14
Monday, November 11 (at Wheatfield)
Monday, December 16 (third Monday)

11/95

Salary Changes -November 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Pratt, Annette	Clerk	\$4.75	\$2,040.00	15	R
Karch, Angela	Page	\$4.40	\$2,223.00	10	D

Explanation: Angela Karch will be receiving her 1 year step raise and Annette Pratt her 6 month step raise on December 1.

Barbara L. Ray *June Marie Egan*

Miriam Taworn

Wilbur D. Doty

Barbara L. Ray

MEMORANDUM

Meeting Room Policy

Summary: Policy changes are for clarity only. Recommended changes are in italics or placed within a box.

Recommended Vote: To revise this policy as suggested.

Materials Selection Policy

Summary: The Policy Committee approves the basic policy as it was previously written with the following changes:

Under "Building the Collection", the added paragraphs in the box explain the overall goal of our materials selection efforts.

Under "Criteria for Selection", the change from "popular" to "patron" indicates that we will purchase materials "on demand" even if we don't have 50 people asking for the item. We do not build a collection based only on what is popular with the majority of our patrons.

On page 95, under "Gifts", #4 repeats what is stated in #1 - #3.

Under "Complaints", a substantive change was made. The intention is that a *staff committee* will give a professional decision about a book under fire -- whether it was appropriately selected and shelved according to our Materials Selection Policy and whether items presenting other points of view are also available in the Library. If a patron is still dissatisfied, the Board will determine, not if the book is good or bad or in the right place, but whether it conforms to the Policy which the Board has put in place.

Vote: To adopt the revised Materials Selection Policy as presented by the Policy Committee.

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available primarily for the use of nonprofit groups or meetings of a civic, cultural, or educational nature. Meetings of a partisan political nature are prohibited.

Meeting rooms may not be used for profitmaking or private socializing purposes. Buying, selling or advertising on library premises is not permitted except in support of the library.

Meeting rooms may not be used for profitmaking or for advertising a product or service. The rooms cannot be used for private socializing purposes. Only selling or advertising in support of the library is permitted on library premises.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, etc.) and red or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their *groups'* use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply Library approval of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make it clear that the Library is not a sponsor of the event.

Room Charges/ Admission Fees

There is no charge for single or monthly meetings or programs. Groups wishing to hold regular weekly meetings must obtain permission from the Board of Trustees and may be charged a fee. All meetings must be cleared with the Director, Agency Librarian or Branch Manager.

Until further notice, no fee is charged for meeting room use, but donations to the library's gift fund are accepted with pleasure.

Admission charges cannot be assessed for meetings held in the library's meeting rooms. Charges may be assessed for supplies needed by participants in programs.

Smoking and Drinking

Smoking and alcoholic beverages are not permitted in any part of the library.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Materials Selection Policy

The library sets as its major goals in materials selection: the advancement of knowledge and the enrichment of personal recreation for all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, audio and video records on tapes, disks, or otherwise.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.
3. Children: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from preschool to age 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- . Critical reviews and information in professional selection aids
- . Effectiveness of style, format and content for intended audience
- . Need for breadth and balance of viewpoints and subjects within the collection
- . Relation to existing collection and other materials on the subject
- . Reputation and significance of author, publisher, composer and/or artist
- . Popular demand [*Change to: Patron demand*]
- . Cost
- . Contemporary significance or permanent value
- . Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will *[delete the word: also]* collect and retain a copy of all materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the unconditional ownership of the gift.
2. The Library makes the final decision on its use or other disposition of the gift.
3. The Library reserves the right to decide the conditions of display, housing and access to the materials.

[Delete: 4. Materials donated to the genealogy and local history collection will be screened by the staff for usefulness in research.]

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian. If a satisfactory resolution is not reached, the complaint will be discussed with the Library Director. If satisfactory resolution is not reached by this approach, a written complaint must be submitted to the Library Board via the Director.

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer needed in the library system will be disposed of according to good library practice.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980 by the ALA Council.

11/94

COMPARISON**IN-HOUSE LIBRARY USE****Weeks of October 16-21, 1995 and October 3-8, 1994**

We finally can show an increase in the number of men using the JCPL libraries! On the other hand, the number of children decreased over 1994. This may go hand in hand with the fact that fewer materials were used in-house and, in one library, reference questions were down drastically. Reference questions, however, fluctuate from week to week and library to library, depending on school assignments. Overall, we handled more questions this year than last year.

Persons Entering Building

Men:	DeMotte:	1995: 239	1994: 170
	Rensselaer:	1995: 314	1994: 294
	Wheatfield:	1995: 97	1994: 88
Women:	DeMotte:	1995: 525	1994: 480
	Rensselaer:	1995: 690	1994: 705
	Wheatfield:	1995: 236	1994: 251
Children:	DeMotte:	1995: 428	1994: 666
	Rensselaer:	1995: 696	1994: 805
	Wheatfield:	1995: 185	1994: 271

Total Persons Entering Building

DeMotte:	1995: 1,192	1994: 1,316
Rensselaer:	1995: 1,700	1994: 1,804
Wheatfield:	1995: 518	1994: 610

Total All Libraries:	1995: 3411	1994: 3737
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Materials Used

DeMotte:	1995: 522	1994: 435
Rensselaer:	1995: 396	1994: 1,312
Wheatfield:	1995: 241	1994: 173

Total Materials Used:	1995: 1,159	1994: 1917
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JASPER COUNTY PUBLIC LIBRARY REFERENCE COUNT
Week of October 16-21, 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	123	123	45	291
Telephone: Reference	151	45	28	224
In-person: Directional	158	142	103	403
In-person: Reference	266	131	65	462
Total	698	441	241	1380

Monthly Equivalent for October 1995

REFERENCE QUESTIONS				
Telephone: Directional	533	533	195	1261
Telephone: Reference	654	195	121	971
In-person: Directional	685	615	446	1746
In-person: Reference	1153	568	282	2002
Total	3025	1911	1044	5980

Monthly Equivalent for October 1994

REFERENCE QUESTIONS				
Telephone: Directional	286	966	165	910
Telephone: Reference	290	780	43	1010
In-person: Directional	282	1512	321	1400
In-person: Reference	1859	1616	269	1911
Total	2717	4875	797	5230

JCPL FINANCIAL STATEMENT

OCTOBER 31, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$139,611.25	\$623,332.38	\$79,772.23	\$715,977.32	\$170,917.84
Investments \$15,000.00						
Public Library Access Card Fund	\$0.00	\$17.00	\$204.00	\$187.00	\$187.00	\$17.00
Gift Fund	\$4,794.34	\$119.50	\$975.66	\$0.00	\$2,972.27	\$2,797.73
DeMotte	\$2,362.04	\$40.00	\$489.00	\$0.00	\$1,499.60	\$1,351.44
Rensselaer	\$1,718.02	\$60.00	\$402.16	\$0.00	\$1,391.28	\$728.90
Wheatfield	\$714.28	\$19.50	\$84.50	\$0.00	\$81.39	\$717.39
Bond & Interest Redemption Fund	\$128,832.99	\$97,578.25	\$302,396.64	\$0.00	\$118,232.50	\$312,997.13
Investments \$215,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,115.70	\$0.00	\$1,115.70	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments \$20,000.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Construction Fund	\$15,344.67	\$153.44	\$1,605.89	\$0.00	\$6,959.30	\$9,991.26
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$229.99	\$229.99	(\$309.14)	\$427.08	\$538.21
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	\$1,838.93	\$1,742.30	\$840.73
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$237,709.43	\$931,360.26	\$81,489.02	\$848,738.47	\$530,808.09

{ CURRENT BANK BALANCES }

DATE {31 Oct 95}

A1 {BANK ONE CHECKING }	B1 {	259673.92}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	10014.24}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	.00}
A4 {FIRST OF AMERICA BANK }	B4 {	6421.74}
A5 {DEMOTTE STATE BANK }	B5 {	2564.36}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	608.37}
A7 {NBD BANK, N.A. }	B7 {	494.61}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	1030.85}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	.00}
A10{CD #7900074936 }	B10{	.00}
A11{CD #7700834869 }	B11{	.00}
A12{CD #025211 }	B12{	150000.00}
A13{CD #7700863462 }	B13{	.00}
A14{CD #7700864247 }	B14{	100000.00}
A15{ }	B15{	.00}
TOTAL	B16{	530808.09}

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Oct 95

WAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
15 DEC 95	025211	FIRST FED.SAV	182 DAY	150000.00	5.84	140.01-03	15 JUN 95	.00	
17 NOV 95	7700864247	FIRST OF AMER	120 DAYS	100000.00	5.75	140.01-02-0	20 JUL 95	.00	
--TOTALS--				250000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Oct 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 SEP 94	001-046-6211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
13 DEC 94	001-046-6212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	\$3236.11
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
28 APR 95	7900074936	FIRST OF AMER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	
10 JUL 95	7700834869	FIRST OF AMER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	1952.87	
15 SEP 95	7700863462	FIRST OF AMER	92 DAY	100000.00	5.68	140.01	15 JUN 95	1416.10	7233.48
--TOTALS--				900000.00				10469.59	

31 Oct 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	32227.80	6502.20	83%
1.12	SALARY OF ASSISTANTS	381564.00	.00	381564.00	27532.13	297845.03	83718.97	78%
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2051.00	21981.60	4837.40	82%
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2509.95	26931.89	7209.11	79%
1.22	UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	354.10	2661.83	-1421.83	215%
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	5359.19	21813.45	1404.55	94%
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	261.45	16580.45	636.10	6335.12	10245.33	38%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	20.00	547.83	952.17	37%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	.00	641.37	308.63	68%
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	623.75	3061.77	1438.23	68%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	89.95	4089.95	259.27	2735.14	1354.81	67%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	4.05	15.95	20%
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	107.10	2199.04	600.96	79%
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	.00	372.62	277.38	57%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	300.00	.00	300.00	.00	171.79	128.21	57%
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	.00	3032.29	967.71	76%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	3797.89	1202.11	76%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	2500.00	.00	2500.00	.00	517.50	1982.50	21%
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	5.00	342.50	157.50	69%
3.21	TELEPHONE	25000.00	6.60	25006.60	2000.59	18560.90	6445.70	74%
3.22	POSTAGE	7500.00	99.93	7599.93	260.00	4399.24	3200.69	58%
3.23	TRAVELING EXPENSE	4000.00	.00	4000.00	195.00	2742.75	1257.25	69%
3.24	PROFESSIONAL MEETINGS	6000.00	.00	6000.00	148.77	3693.95	2306.05	62%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	.00	692.39	-192.39	138%
3.32	OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13%
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42	OTHER INSURANCE	18000.00	.00	18000.00	2022.00	13071.00	4929.00	73%
3.51	GAS	27000.00	.00	27000.00	799.53	11626.13	15373.87	43%
3.52	ELECTRICITY	57000.00	.00	57000.00	6218.96	39854.29	17145.71	70%
3.53	WATER	1600.00	.00	1600.00	41.20	602.75	997.25	38%
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	166.37	1625.45	1574.55	51%
3.61	BUILDING & STRUCTURES	16000.00	6176.50	22176.50	1036.00	26810.04	-4633.54	121%
3.62	EQUIPMENT	4000.00	.00	4000.00	124.03	1811.45	2188.55	45%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	.00	250.00	9.95	233.50	16.50	93%
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	1800.00	.00	1800.00	10.00	720.00	1080.00	40%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95	SERVICE CONTRACTS	10000.00	.00	10000.00	647.14	6873.59	3126.41	69%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	250.00	250.00	.00	100%
3.98	MAINTENANCE CONTRACTS	35000.00	.00	35000.00	896.43	13936.11	21063.89	40%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4	FURNITURE & EQUIPMENT	12000.00	.00	12000.00	8566.46	13553.42	-1553.42	113%
4.51	BOOKS	113000.00	.00	113000.00	13219.06	86338.58	26661.42	76%
4.52	PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	285.00	28361.03	6680.82	81%
4.53	NONPRINTED MATERIALS	17000.00	19.95	17019.95	190.69	12651.89	4368.06	74%
	-TOTAL-	954071.00	6696.23	960767.23	79772.23	715977.32	244789.91	75%

CHANGES TO APPROPRIATION REPORT
DATE 12 Oct 95

Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-1.24	12 Oct 95	240.00	REFUND OF PREMIUM FOR M. WOODS
100-2.21	20 Jun 95	89.95	REBATE ON COMET CLEANER-INTROD.0
100-3.21	10 Jul 95	6.60	LONG DISTANCE CALLS-REIMBURSEMEN
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.22	14 Jun 95	19.74	B&T Lease Books Postage Reimburs
100-3.22	12 Oct 95	45.443	B&T LEASE BKS POSTAGE REIMBURSEM
100-3.22	12 Oct 95	-45.443	ERROR ENTRY
100-3.22	12 Oct 95	45.43	B&T LEASE BKS POSTAGE REIMBURSEM
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-3.61	17 Aug 95	511.50	INSURANCE CLAIM ON AIR COND. COM
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO
100-4.53	29 Sep 95	19.95	VIDEO RETURNED FOR REFUND

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

31 Oct 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	862.75	4755.08	.00	5880.30	-1125.22
	-TOTAL-	15344.67	1605.89	16950.56	.00	6959.30	9991.26

CHANGES TO APPROPRIATION REPORT
DATE 31 Oct 95

Fund/Account No	Date	Amount	Explanation
180-3.61	08 Mar 95	743.14	REIMBURSED BY BLDG. CONTRACTORS
180-4.4	31 Jan 95	311.78	INTEREST EARNED 4TH QTR 1994
180-4.4	06 Apr 95	212.86	INTEREST EARNED 1st QUARTER 1995
180-4.4	31 Jul 95	184.67	INTEREST EARNED 2nd QUARTER 1995
180-4.4	31 Oct 95	153.44	INTEREST EARNED 3rd QUARTER 1995

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Oct 95

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
DEBIT	03469	FIRST OF AMERICA BANK	5.00	25 OCT 95	NSF CHECK CHARGE-YVONNE KERK
004923	03399	BACHMAN, CAROL	451.26	10 OCT 95	PAYROLL
004924	03398	MARLENE BEEDLE	330.15	10 OCT 95	PAYROLL
004925	03410	YVONNE J. BEEVER	734.03	10 OCT 95	PAYROLL
004926	03417	BELSTRA, COURTNEY B.	109.19	10 OCT 95	PAYROLL
004927	03414	AMY A. BROWN	60.74	10 OCT 95	PAYROLL
004928	03391	GLENDIA BROWN	473.74	10 OCT 95	PAYROLL
004929	03415	REBECCA S. CARDEN	529.69	10 OCT 95	PAYROLL
004930	03394	RENEE CARR	352.40	10 OCT 95	PAYROLL
004931	03393	LYNN DAUGHERTY	1067.73	10 OCT 95	PAYROLL
004932	03418	KIMBERLY DELGER	65.17	10 OCT 95	PAYROLL
004933	03412	PAULETTE EIERMAN	341.56	10 OCT 95	PAYROLL
004934	03397	JULIE EISELE	301.50	10 OCT 95	PAYROLL
004935	03385	CHARLOTTE FAGEN	612.09	10 OCT 95	PAYROLL
004936	03407	MOLLY A. GATLIN	77.39	10 OCT 95	PAYROLL
004937	03411	HEATHER A. HOPP	69.91	10 OCT 95	PAYROLL
004938	03396	ROSE E. HOWARD	493.93	10 OCT 95	PAYROLL
004939	03400	GAIL M. JUNG	579.69	10 OCT 95	PAYROLL
004940	03409	ANGELA M. KARCH	52.95	10 OCT 95	PAYROLL
004941	03392	DIANA KOBY	537.17	10 OCT 95	PAYROLL
004942	03388	JOAN KOPANDA	359.70	10 OCT 95	PAYROLL
004943	03389	KROS, DIANE	492.52	10 OCT 95	PAYROLL
004944	03402	SHARON K. LEWIS	109.13	10 OCT 95	PAYROLL
004945	03390	BONNIE POWELL	311.21	10 OCT 95	PAYROLL
004946	03413	ANNETTE M. PRATT	96.81	10 OCT 95	PAYROLL
004947	03416	LISA RUSHER	281.61	10 OCT 95	PAYROLL
004948	03386	SHARON SCHULENBERG	446.21	10 OCT 95	PAYROLL
004949	03403	LYNN M. STALBAUM	102.86	10 OCT 95	PAYROLL
004950	03405	JACK STANDISH	346.03	10 OCT 95	PAYROLL
004951	03387	JILL TACHTIRIS	563.30	10 OCT 95	PAYROLL
004952	03408	ELAINE WALING	122.85	10 OCT 95	PAYROLL
004953	03401	WEBSTER, RACHAEL D.	168.99	10 OCT 95	PAYROLL
004954	03395	WHITED, AMBER	229.56	10 OCT 95	PAYROLL
004955	03406	MARGARET M. WOODS	363.75	10 OCT 95	PAYROLL
004956	03404	LEANNE YORK	737.15	10 OCT 95	PAYROLL
004957	03442	BACHMAN, CAROL	465.89	25 OCT 95	PAYROLL
004958	03441	MARLENE BEEDLE	330.15	25 OCT 95	PAYROLL
004959	03454	YVONNE J. BEEVER	734.03	25 OCT 95	PAYROLL
004960	03461	BELSTRA, COURTNEY B.	74.76	25 OCT 95	PAYROLL
004961	03458	AMY A. BROWN	27.09	25 OCT 95	PAYROLL
004962	03434	GLENDIA BROWN	473.74	25 OCT 95	PAYROLL
004963	03459	REBECCA S. CARDEN	529.69	25 OCT 95	PAYROLL
004964	03437	RENEE CARR	352.40	25 OCT 95	PAYROLL
004965	03436	LYNN DAUGHERTY	1067.73	25 OCT 95	PAYROLL
004966	03462	KIMBERLY DELGER	65.17	25 OCT 95	PAYROLL
004967	03456	PAULETTE EIERMAN	341.56	25 OCT 95	PAYROLL
004968	03440	JULIE EISELE	302.89	25 OCT 95	PAYROLL
004969	03428	CHARLOTTE FAGEN	612.09	25 OCT 95	PAYROLL

CHECK REGISTER
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Oct 95

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004970	03451	MOLLY A. GATLIN	61.93	25 OCT 95	PAYROLL
004971	03463	HEEKE, MICHELLE M.	411.85	25 OCT 95	PAYROLL
004972	03455	HEATHER A. HOPP	81.25	25 OCT 95	PAYROLL
004973	03439	ROSE E. HOWARD	479.34	25 OCT 95	PAYROLL
004974	03443	GAIL M. JUNG	579.69	25 OCT 95	PAYROLL
004975	03453	ANGELA M. KARCH	48.22	25 OCT 95	PAYROLL
004976	03435	DIANA KOBY	537.17	25 OCT 95	PAYROLL
004977	03431	JOAN KOPANDA	359.70	25 OCT 95	PAYROLL
004978	03432	KROS, DIANE	492.52	25 OCT 95	PAYROLL
004979	03445	SHARON K. LEWIS	81.85	25 OCT 95	PAYROLL
004980	03450	LOEHRER, KAREN L.	381.43	25 OCT 95	PAYROLL
004981	03433	BONNIE POWELL	341.18	25 OCT 95	PAYROLL
004982	03457	ANNETTE M. PRATT	108.70	25 OCT 95	PAYROLL
004983	03460	LISA RUSHER	281.61	25 OCT 95	PAYROLL
004984	03429	SHARON SCHULENBERG	446.21	25 OCT 95	PAYROLL
004985	03446	LYNN M. STALBAUM	77.39	25 OCT 95	PAYROLL
004986	03448	JACK STANDISH	346.03	25 OCT 95	PAYROLL
004987	03430	JILL TACHIRIS	472.77	25 OCT 95	PAYROLL
004988	03452	ELAINE WALING	73.69	25 OCT 95	PAYROLL
004989	03444	WEBSTER, RACHAEL D.	129.66	25 OCT 95	PAYROLL
004990	03438	WHITED, AMBER	229.56	25 OCT 95	PAYROLL
004991	03449	MARGARET M. WOODS	438.14	25 OCT 95	PAYROLL
004992	03447	LEANNE YORK	737.15	25 OCT 95	PAYROLL
014234	03327	ASSOCIATED LIBRARIES, INC.	1562.78	09 OCT 95	BOOKS
014235	03328	AVC CORPORATION	94.00	09 OCT 95	SERVICE AGREEMENT-OCT.
014236	03329	AUDIOFILE	48.00	09 OCT 95	ANNUAL SUBSCRIPTION-T.S.
014237	03330	BAKER & TAYLOR	4835.58	09 OCT 95	BOOKS
014238	03331	BAKER & TAYLOR BOOKS	432.64	09 OCT 95	CONTINUATIONS-BOOKS
014239	03332	BEN FRANKLIN	28.80	09 OCT 95	VIDEOS
014240	03334	BETTY A. HUFF (PAS-TIME BOO	1749.16	09 OCT 95	BOOKS-VIDEOS
014241	03335	CONSOLIDATED INSURANCE AGENC	2022.00	09 OCT 95	WORKMEN'S COMP POLICY-TO 7/1
014242	03336	CUSTOM LAWN CARE	130.00	09 OCT 95	LAWN CARE-RENS.-SEPTEMBER
014243	03337	DEMCO	206.20	09 OCT 95	BOOK POCKETS
014244	03338	DEYOUNG PLUMB, HTG, & AIR CO	148.00	09 OCT 95	AIR CONDITIONER CLEANING & F
014245	03339	DISCOUNT WIRING MATERIALS, I	107.10	09 OCT 95	FLUORESCENT BULBS
014246	03340	DIVERSITY UNIFORMS	27.80	09 OCT 95	EMPLOYEE NAME BADGES
014247	03341	EDUCATION RECORD CENTER	78.89	09 OCT 95	BOOK W/CASSETTE, CASSETTES
014248	03342	ENTRE COMPUTER CENTER	2698.00	09 OCT 95	486 COMPUTER & BUBBLEJET PRI
014249	03343	FACTS ON FILE, INC.	1588.59	09 OCT 95	BOOKS
014250	03344	FAS-TRACK COMPUTER PRODUCTS	190.28	09 OCT 95	SOFTWARE & LICENSE
014251	03345	FILIP INC.	259.27	09 OCT 95	PAPER TOWELS,M-FOLDS,KLEENEX
014252	03346	GAIL JUNG	71.77	09 OCT 95	MILEAGE, AVC MEETING
014253	03347	GAYLORD BROS.	479.29	09 OCT 95	CONTINUOUS LABELS
014254	03348	GROLIER EDUCATIONAL CORPORAT	261.45	09 OCT 95	ENCYCLOPEDIAS-LANDS & PEOPLE
014255	03349	HERITAGE OFFICE PRODUCTS, IN	802.43	09 OCT 95	SERV.CONTRACT-DEMOTTE #3055
014256	03350	HIGHSMITH CO. INC.	684.23	09 OCT 95	CONTACT PAPER-BOOK PROCESSIN
014257	03351	HILL SATELLITE	3850.00	09 OCT 95	SATELLITE DISH
014258	03352	INDIANA CHAMBER OF COMMERCE	268.25	09 OCT 95	BOOKS, PERIODICALS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014259	03353	IND. DEPT. OF FIRE & BUILDIN	347.00	09 OCT 95	CODE BOOKS
014260	03354	INDIANA DEPT.OF WORKFORCE DE	354.10	09 OCT 95	3rd QTLY. PAYMENT 1995
014261	03355	INDIANA STATE LIBRARY	187.00	09 OCT 95	11 PLAC CARD-3rd QUARTER 199
014262	03356	INFORMATION/REFERENCE GROUP	291.61	09 OCT 95	REFERENCE BOOKS
014263	03357	INGRAM	106.10	09 OCT 95	VIDEOS
014264	03358	KANKAKEE VALLEY READING COUN	10.00	09 OCT 95	MEMBERSHIP - FAGEN & KROS
014265	03359	LDDS WORLDCOM	1053.10	09 OCT 95	DATA LINES & LONG DISTANCE C
014266	03360	LEGAL DIRECTORIES PUBLISHING	55.41	09 OCT 95	BOOKS
014267	03361	LYNN DAUGHERTY	170.17	09 OCT 95	MILEAGE, CALENDAR, TELEPHONE
014268	03362	MARGE HOHNER	13.00	09 OCT 95	MILEAGE
014269	03363	MARLENE BEEDLE	4.00	09 OCT 95	MILEAGE
014270	03364	MICHELLE HEEKE	250.00	09 OCT 95	INTERVIEW EXPENSES
014271	03365	MIDWEST VISUAL EQUIPMENT CO.	59.00	09 OCT 95	REPAIRS TO CAROUSEL PROJECTO
014272	03366	NIPSCO	2433.75	09 OCT 95	UTILITIES-DEMOTTE-AUGUST
014273	03367	OFFICE DEPOT	128.18	09 OCT 95	TELEPHONE AND COMPUTER SOFTW
014274	03368	PENNINGA SALES & SERVICE	65.03	09 OCT 95	SNOW BLOWER MAINTENANCE & RE
014275	03369	PHILIP N. HOWARD	105.00	09 OCT 95	LAWN CARE & GENERAL MAINTENA
014276	03370	POSTMASTER GENERAL	260.00	09 OCT 95	STAMPS: 40-\$1;100-\$.50;100-\$
014277	03371	PRECISION CONTROL SYSTEMS, I	517.00	09 OCT 95	ADJUSTMENT TO BLDG. CONTROLS
014278	03373	PUBLIC EMPLOYEES' RETIREMENT	8038.85	09 OCT 95	3RD QUARTER PAYMENT-1995
014279	03374	QUILL	415.02	09 OCT 95	PRINTER CARTRIDGES,COMPUTER
014280	03375	REGENT BOOK CO., INC.	72.28	09 OCT 95	BOOKS
014281	03376	RELIABLE CORPORATION	80.35	09 OCT 95	CALENDARS, STAPLER, HIGHLIGHT
014282	03377	REVCO D.S., INC.	12.00	09 OCT 95	AUGUST-SUNDAY PAPERS
014283	03378	SECURITY COURIERS CORP.	647.14	09 OCT 95	TRANSPORT SERVICE-SEPT
014284	03379	STANDARD & POOR'S CORP.	525.00	09 OCT 95	POOR'S REG.-RENS-8/21/95-8/2
014285	03380	TIME-LIFE EDUCATION	31.49	09 OCT 95	BOOKS
014286	03381	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	09 OCT 95	SEWER SERV.-DEMOTTE-AUGUST 1
014287	03382	VIKING OFFICE PRODUCTS	67.13	09 OCT 95	CALENDARS-1996
014288	03383	WALSTRA FINE CUT	156.00	09 OCT 95	LAWN CARE-DEMOTTE-AUGUST 199
014289	03384	YVONNE BEEVER	41.00	09 OCT 95	BOOK, MILEAGE
014290	03325	ACORDIA PERSONAL BENEFITS, I	156.10	09 OCT 95	INSURANCE PREMIUM-HOWARD 6/1
014291	03326	ACORDIA PERSONAL BENEFITS, I	601.53	09 OCT 95	QTLY INS.PREMIUM-RUSHER,BACH
014292	03419	BANK ONE	3938.19	10 OCT 95	FICA & FED TAXES WITHHELD 10
014293	03420	INDIANA DEFERRED COMPENSATIO	85.00	10 OCT 95	WITHHELD FROM 10 OCT 95 PAYR
014294	03421	INCOLSA	75.00	10 OCT 95	TECHNOLOGY WORKSHOP-10/23/95
014295	03422	NORTHWESTERN INDIANA TELEPHO	143.89	10 OCT 95	TELEPHONE-DEMOTTE-OCTOBER 19
014296	03423	TEETERS CULLIGAN	9.95	10 OCT 95	WATER COOLER RENTAL-WHEATFIE
014297	03424	UNITED TELEPHONE COMPANY	634.35	10 OCT 95	TELEPHONE-RENSSELAER-OCTOBER
014298	03426	FASE'S	1700.00	17 OCT 95	LARGE SCREEN ZENITH TV-RENS.
014299	03464	BANK ONE	4022.66	25 OCT 95	FICA & FED TAX WITHHELD LESS
014300	03465	INDIANA DEPARTMENT OF REVENU	1372.09	25 OCT 95	STATE & COUNTY TAX WITHHELD
014301	03466	INDIANA DEFERRED COMPENSATIO	85.00	25 OCT 95	WITHHELD FROM 25 OCT 95 PAYR
014302	03467	CITY OF RENSSELAER	2033.89	25 OCT 95	UTILITIES-RENS-SEPTEMBER 199
014303	03470	INDIANA LIBRARY FEDERATION	40.00	25 OCT 95	MAJOR LINKS WORKSHOP-YORK,HE
014304	03471	NIPSCO	2676.65	25 OCT 95	SEPT UTILITIES-DEMOTTE & WHE
014305	03472	TOWN OF WHEATFIELD SEWER WOR	41.05	25 OCT 95	SEWER-WHEATFIELD-NOVEMBER 19
014306	03473	UNITED TELEPHONE COMPANY	161.53	25 OCT 95	WHEATFIELD-TELEPHONE-OCTOBER

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
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--TOTAL AMOUNT OF CLAIMS-- 81489.02

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 81489.02. Dated 13 NOV 95.

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Receipt Breakdown

October 31, 1995

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,768.12	\$18,321.71
DeMotte	\$556.06	\$6,678.14		
Rensselaer	\$754.59	\$7,525.11		
Wheatfield	\$457.47	\$4,118.46		
PHOTOCOPIES.....			\$626.07	\$5,646.88
DeMotte	\$186.30	\$2,077.55		
Rensselaer	\$335.55	\$2,629.84		
Wheatfield	\$104.22	\$939.49		
CARDS.....			\$49.50	\$628.50
DeMotte	\$3.50	\$236.50		
Rensselaer	\$41.00	\$350.50		
Wheatfield	\$5.00	\$41.50		
INTEREST.....			\$190.18	\$11,399.34
TAXES.....			\$136,669.71	\$579,317.50
Property Tax	\$136,669.71	\$395,050.29		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$27,686.56		
Local Option/Certified Shares	\$0.00	\$140,608.50		
Local Option/Property Tax Repl.	\$0.00	\$13,502.50		
State Distribution	\$0.00	\$1,664.79		
REFUNDS.....			\$307.67	\$8,018.45
B&T - Book Lease Postage	\$45.43	\$152.78		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg. Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$240.00	\$261.45		
Bldg. Insurance Claims/Refunds	\$0.00	\$6,862.50		
A&R News Agency-Chgo.Trib.Ref	\$0.00	\$41.85		
Proctor & Gamble-Rebate(Comet)	\$0.00	\$89.95		
K.Garwood-telephone calls	\$0.00	\$6.60		
City Productions-Video Refund	\$0.00	\$19.95		
Children's Museum-Return Postage	\$22.24	\$22.24		
TOTAL OPERATING FUND RECEIPTS.....			\$139,611.25	\$623,332.38
PLAC FUND.....			\$17.00	\$204.00
GIFT FUNDS.....			\$119.50	\$975.66
DeMotte	\$40.00	\$489.00		
Rensselaer	\$60.00	\$402.16		
Wheatfield	\$19.50	\$84.50		
BOND & INTEREST REDEMPTION FUND.....			\$97,578.25	\$302,396.64
Property Tax	\$97,578.25	\$282,054.58		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$19,767.42		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,115.70
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,500.00
CONSTRUCTION FUND.....			\$153.44	\$1,605.89
Interest Earned	\$153.44	\$862.75		
Bldg. Contractor-Reimbursement	\$0.00	\$743.14		
WITHHOLDING ACCOUNT FUNDS.....			\$229.99	\$229.99
TOTAL RECEIPTS - ALL FUNDS.....			\$237,709.43	\$931,360.26

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004993	03488	BACHMAN, CAROL	554.90	10 NOV 95	PAYROLL
004994	03487	MARLENE BEEDLE	366.40	10 NOV 95	PAYROLL
004995	03500	YVONNE J. BEEVER	734.03	10 NOV 95	PAYROLL
004996	03507	BELSTRA, COURTNEY B.	82.22	10 NOV 95	PAYROLL
004997	03504	AMY A. BROWN	52.33	10 NOV 95	PAYROLL
004998	03480	GLENDA BROWN	560.47	10 NOV 95	PAYROLL
004999	03505	REBECCA S. CARDEN	529.69	10 NOV 95	PAYROLL
005000	03483	RENEE CARR	433.99	10 NOV 95	PAYROLL
005001	03482	LYNN DAUGHERTY	1067.73	10 NOV 95	PAYROLL
005002	03508	KIMBERLY DELGER	65.17	10 NOV 95	PAYROLL
005003	03502	PAULETTE EIERMAN	412.12	10 NOV 95	PAYROLL
005004	03486	JULIE EISELE	361.56	10 NOV 95	PAYROLL
005005	03474	CHARLOTTE FAGEN	612.09	10 NOV 95	PAYROLL
005006	03497	MOLLY A. GATLIN	96.44	10 NOV 95	PAYROLL
005007	03509	HEEKE, MICHELLE M.	825.71	10 NOV 95	PAYROLL
005008	03501	HEATHER A. HOPP	111.51	10 NOV 95	PAYROLL
005009	03485	ROSE E. HOWARD	587.30	10 NOV 95	PAYROLL
005010	03489	GAIL M. JUNG	583.45	10 NOV 95	PAYROLL
005011	03499	ANGELA M. KARCH	107.16	10 NOV 95	PAYROLL
005012	03481	DIANA KOBY	537.17	10 NOV 95	PAYROLL
005013	03477	JOAN KOPANDA	445.75	10 NOV 95	PAYROLL
005014	03478	KROS, DIANE	499.04	10 NOV 95	PAYROLL
005015	03491	SHARON K. LEWIS	68.20	10 NOV 95	PAYROLL
005016	03496	LOEHRER, KAREN L.	412.78	10 NOV 95	PAYROLL
005017	03479	BONNIE POWELL	401.12	10 NOV 95	PAYROLL
005018	03503	ANNETTE M. PRATT	144.32	10 NOV 95	PAYROLL
005019	03506	LISA RUSHER	336.62	10 NOV 95	PAYROLL
005020	03475	SHARON SCHULENBERG	539.33	10 NOV 95	PAYROLL
005021	03492	LYNN M. STALBAUM	61.93	10 NOV 95	PAYROLL
005022	03494	JACK STANDISH	381.76	10 NOV 95	PAYROLL
005023	03476	JILL TACHTIRIS	518.03	10 NOV 95	PAYROLL
005024	03498	ELAINE WALING	100.17	10 NOV 95	PAYROLL
005025	03490	WEBSTER, RACHAEL D.	154.24	10 NOV 95	PAYROLL
005026	03484	WHITED, AMBER	229.56	10 NOV 95	PAYROLL
005027	03495	MARGARET M. WOODS	510.78	10 NOV 95	PAYROLL
005028	03493	LEANNE YORK	737.15	10 NOV 95	PAYROLL
014307	03510	BANK ONE	4669.76	10 NOV 95	FICA & FED TAXES WITHHELD LE
014308	03512	INDIANA DEFERRED COMPENSATIO	85.00	10 NOV 95	WITHHELD FROM 10 NOV 95 PAYR
014309	03513	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	10 NOV 95	SEWER SERVICE-SEPTEMBER 1995
014310	03514	AA BUILDERS, INC.	45.00	13 NOV 95	DOOR REPAIRS-WHEATFIELD LIB.
014311	03515	ABE MARTIN LODGE	69.70	13 NOV 95	INTELLECTUAL FREEDOM WORKSHO
014312	03516	ACORDIA PERSONAL BENEFITS, I	957.99	13 NOV 95	QTLY PREMIUMS-EIERMAN, JUNG
014313	03517	AMERICAN LIBRARY ASSN	90.50	13 NOV 95	BOOKS
014314	03518	ASSOCIATED LIBRARIES, INC.	482.24	13 NOV 95	BOOKS
014315	03519	AUSTIN BOOK SALES	107.01	13 NOV 95	BOOKS
014316	03520	AVC CORPORATION	94.00	13 NOV 95	FINANCIAL COMPUTER SERV. CON
014317	03521	BAKER & TAYLOR	4206.80	13 NOV 95	BOOKS & VIDEOS & LEASE BOOKS
014318	03522	BAKER & TAYLOR BOOKS	1100.38	13 NOV 95	BOOKS-CONTINUATIONS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014319	03523	BAKER & TAYLOR ENTERTAINMENT	474.59	13 NOV 95	VIDEOS
014320	03524	BANK ONE, INDIANAPOLIS, NA	550.00	13 NOV 95	REGISTAR FEE-9/94-9/95
014321	03525	BARGAINS GALORE	2.97	13 NOV 95	HALLOWEEN DECORATIONS-DEMOTT
014322	03526	BEN FRANKLIN	127.92	13 NOV 95	VIDEOS, CRAFT SUPPLIES-CH. P
014323	03527	CAREER TRACK INC.	99.00	13 NOV 95	FIRST TIME SUPERVISOR WORKSH
014324	03528	CAROL BACHMAN	30.50	13 NOV 95	MILEAGE
014325	03529	CAVINDER ELEVATORS, INC.	368.90	13 NOV 95	SERVICE CALL-ELEVATOR REPAIR
014326	03530	CD ONE STOP	369.46	13 NOV 95	CD'S
014327	03531	CENTRAL STATES SALES CORPORA	200.40	13 NOV 95	OUTDOOR LIGHT BULBS
014328	03532	CHARLOTTE FAGEN	34.25	13 NOV 95	MILEAGE
014329	03533	CHIVERS NORTH AMERICA	71.45	13 NOV 95	AUDIO BOOK
014330	03534	CONSOLIDATED INSURANCE AGENC	47.89	13 NOV 95	ADDITIONAL COVERAGE-SATELLIT
014331	03535	CROWN COMPUTER	96.75	13 NOV 95	COMPUTER REPAIRS-DEMOTTE LIB
014332	03536	CUSTOM LAWN CARE	70.00	13 NOV 95	MOWING-RENS. LIB.
014333	03537	DEMOTTE OFFICE SUPPLY	7.18	13 NOV 95	VINYL LETTERING-DEM.
014334	03538	DIVERSITY UNIFORMS	6.95	13 NOV 95	NAMETAG
014335	03539	ENTRE COMPUTER CENTER	87.50	13 NOV 95	COMPUTER REPAIR-RENS.
014336	03540	FACTS ON FILE, INC.	1277.15	13 NOV 95	WORLD NEWS DIGEST SUBS.-D.&
014337	03541	FASE'S	35.00	13 NOV 95	REDOUT FOR SOFTNER
014338	03542	FILIP INC.	25.49	13 NOV 95	M-FOLD TOWELS
014339	03543	FAS-TRACK COMPUTER PRODUCTS	49.95	13 NOV 95	WORKS ACADEMIC LICENSE
014340	03544	GAIL JUNG	25.75	13 NOV 95	DEMOTTE PETTY CASH
014341	03545	GAIL JUNG	40.03	13 NOV 95	RENSSELAER PETTY CASH
014342	03546	GLOBAL COMPUTER SUPPLIES	198.73	13 NOV 95	MODEM-WH. LIB.
014343	03547	GROLIER PUBLISHING COMPANY	82.03	13 NOV 95	BOOKS
014344	03548	H. W. WILSON COMPANY	263.00	13 NOV 95	READERS GUIDE-D. & VERT. FIL
014345	03549	HAINES & COMPANY, INC.	162.00	13 NOV 95	NORTHWEST IN. DIRECTORY
014346	03550	HERITAGE OFFICE PRODUCTS, IN	40.84	13 NOV 95	SCISSORS, COR.TAPE, LABELS
014347	03551	HIGHSMITH CO. INC.	714.76	13 NOV 95	CD ROTOR TOWER-8 SHELF-DEMOT
014348	03552	HP PRODUCTS CORP.	289.66	13 NOV 95	KLEENEX, PAPER TOWELS,TP,DEO
014349	03553	INDIANA ASSOC. OF CITIES & T	32.60	13 NOV 95	BOOKS
014350	03554	INDIANA DEPT. OF ENVIRONMENT	60.00	13 NOV 95	BOOKS
014351	03555	INDIANA HISTORICAL SOCIETY	3.75	13 NOV 95	BOOK
014352	03556	INDIANA LIBRARY FEDERATION	999.99	13 NOV 95	MEMBERSHIP-INSTITUTION & BOA
014353	03557	KC CONSTRUCTION SUPPLY CO.	100.80	13 NOV 95	SELF-LEVELING SIDEWALK CAULK
014354	03558	KOLORTECH, INC.	78.45	13 NOV 95	OUTDOOR LIGHT BULBS
014355	03559	LDOS WORLDCOM	984.14	13 NOV 95	DATA LINES & LONG DISTANCE C
014356	03560	LEISURE ARTS	18.90	13 NOV 95	BOOK
014357	03561	LYNN DAUGHERTY	262.83	13 NOV 95	MILEAGE, TECHN.WKSHP,AUDIOCA
014358	03562	MARGE HOHNER	13.00	13 NOV 95	MILEAGE-OCT. BOARD MTG.
014359	03563	MIDWEST VISUAL EQUIPMENT CO.	33.90	13 NOV 95	REPAIRS TO TAPE PLAYER-RENS.
014360	03564	NATIONAL GEOGRAPHIC SOCIETY	13.90	13 NOV 95	BOOK
014361	03565	NORTHWESTERN INDIANA TELEPHO	156.59	13 NOV 95	DEMOTTE-TELEPHONE-NOV.
014362	03566	PEGGY WOODS	9.45	13 NOV 95	MILEAGE & PROF. MEETING
014363	03567	POSTMASTER GENERAL	705.00	13 NOV 95	STAMPS:2000-32's;100-50's;20
014364	03568	QUILL	234.31	13 NOV 95	MOUSE PADS,PENS,MARKERS,LABE
014365	03569	PRECISION CONTROL SYSTEMS, I	223.50	13 NOV 95	REPLACED DAMPER MOTOR-DEMOTT
014366	03570	REED REFERENCE PUBLISHING	335.39	13 NOV 95	SUBJECT GUIDE TO BIP-RENS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014367	03571	RELIABLE EXTERMINATORS, INC.	70.00	13 NOV 95	PEST CONTROL-RENS. LIB.
014368	03572	REVCO D.S., INC.	27.75	13 NOV 95	SUNDAY NEWSPAPERS-SEPT.-DEMO
014369	03573	ROHAN SERVICE AGENCY OF SO.B	459.61	13 NOV 95	A.C. TIME RELAY & 3-PHASE MO
014370	03574	SECURITY COURIERS CORP.	817.44	13 NOV 95	COURIER SERVICE-10/6 THRU 11
014371	03575	STANDARD & POOR'S CORP.	1172.00	13 NOV 95	INV.PKG FOR LIB.;S&P REGISTE
014372	03576	STOWERS & SON MEATS & GROCER	12.83	13 NOV 95	FALL DEVELOPMENT WORKSHOP SU
014373	03577	T.C.& M., INC.	310.00	13 NOV 95	INSTALLED NEW FLAG POLE LIGH
014374	03578	TEETERS CULLIGAN	39.65	13 NOV 95	WATER & COOLER RENTAL-NOV.
014375	03579	TIME-LIFE EDUCATION	30.36	13 NOV 95	BOOKS
014376	03580	TYSEN'S COUNTRY GROCERY, INC	108.52	13 NOV 95	PLEDGE,BLOO,THE WORKS,ETC; C
014377	03581	UNITED TELEPHONE COMPANY	632.60	13 NOV 95	TELEPHONE-RENS.-NOV.
014378	03583	UPSTART	107.04	13 NOV 95	POSTERS-BOOKMARKS:
014379	03584	VIKING OFFICE PRODUCTS	365.14	13 NOV 95	COLORED COPY PAPER, PENS, MA
014380	03585	VIRGINIA VIS	156.00	13 NOV 95	SUBSTITUTE JANITOR
014381	03586	WAL-MART STORES, INC.	42.36	13 NOV 95	HALLOWEEN SUPPLIES-RENS.CH.P
014382	03587	WALSTRA FINE CUT	33.00	13 NOV 95	LAWN CARE-DEMOTTE

--TOTAL AMOUNT OF CLAIMS-- 40672.22

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 40672.22. Dated 13 NOV 95.

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_____	_____
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_____	_____

CIRCULATION BY ITEM FINE CODE
October 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	70	24	39	133
100 (1)	65	70	16	151
200 (2)	59	37	27	123
300 (3)	201	249	78	528
400 (4)	6	13	8	27
500 (5)	80	43	44	167
600 (6)	528	400	208	1136
700 (7)	253	283	99	635
800 (8)	50	55	17	122
900 (9)	151	195	39	385
B (10)	105	115	44	264
j000 (11)	11	15	1	27
j100 (12)	14	12	6	32
j200 (13)	12	16	8	36
j300 (14)	73	78	44	195
j400 (15)	21	9	0	30
j500 (16)	173	199	79	451
j600 (17)	136	103	31	270
j700 (18)	127	211	36	374
j800 (19)	22	15	4	41
j900 (20)	60	114	30	204
jB (21)	61	26	16	103
FIC (22)	1148	1363	407	2918
yaFIC (23)	33	110	38	181
LARGE PRINT (24)	47	60	37	144
jFIC (25)	283	469	125	877
jE (26)	1393	1446	475	3314
jER (27)	445	212	79	736
Magazines (28)	893	452	280	1625
Games/Toys (29)	1	20	0	21
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	107	161	27	295
jCassettes (33)	73	96	30	199
Compact Discs (34)	150	292	195	637
jCompact Discs (35)	4	3	0	7
Sound Recordings (36)	2	12	1	15
jSound Recordings (37)	1	24	3	28
Software (38)	0	0	0	0
Vertical File (39)	43	92	0	135
Equipment (40)	1	4	0	5
yapFIC (41)	218	194	56	468
jpFIC (42)	259	171	47	477
Reference (43)	35	43	9	87
Genealogy (44)	0	0	0	0
jMagazines (45)	49	25	28	102
VHS (46)	604	814	437	1855
Free reads	370	452	171	993
Puzzles		0		0
Talking books		32		32
Assignment shelf books		52		52
TOTAL	8437	8881	3319	20637

AGENDA

**Jasper County Public Library Board of Trustees
Thursday, December 21, 1995, 7:30 PM
Rensselaer**

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Salary ordinance changes (R 7)	
D. Fund transfers (R 15)	
E. Transfer to LIRF (R 15)	
F. Change in 1996 board meeting dates (R 9)	
<u>General Business</u>	
A. Director's Salary (R 11)	Action
B. Conference attendance (R 13)	Action
C. Technology Plan Report	Discussion
D. Election of officers (R 14)	Action
<u>Director's Report</u> (R 13-R15)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....NOVEMBER 13, 1995
Jasper County Public Library Board of Directors Monthly Meeting 7:00PM

Present: Anne-Marie Egan, Mary Linda Casey, Barbara Leestma, Miriam Lawyer, Wilbur Doty, Lynn Daugherty. Absent: Robert Souza, Marge Hohner

1. **AGENDA & CONSENT AGENDA:** On a motion by W. Doty, seconded by B. Leestma, the Agenda format and Consent Agenda which included the October Minutes, Bills/Financial Reports, Salary Ordinance, Career Track Workshop for M. Heeke, and 1996 Holiday Policy, were approved unanimously.
2. **1996 BOARD MEETING DATES:** W. Doty moved that the meeting night be kept on the second Monday of the month and, if need be, that it be changed ~~the to a Tuesday to accommodate a new board member later in the year.~~ Motion was seconded by M.L. Casey. M. Lawyer abstained from voting because she will be vacating the board this December. All were in favor.
3. **MEETING LOCATIONS:** M.L. Casey made a motion, seconded by W. Doty, for the Board to amend Article V, Section 3, Sentence 2 of the Bylaws to read: Ten meetings will be held at the Rensselaer Library and one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. M. Lawyer abstained from voting. The motion passed.
4. **MEETING ROOM USE REQUEST:** B. Leestma was given permission for her church to use the DeMotte Meeting Room on Sunday mornings on a motion by W. Doty, seconded by M. L. Casey. Vote was unanimous. (Heating arrangements are to be made with L. York at DeMotte Library.) It was noted that the Board reserves the right to charge for meeting room use, if deemed prudent.
5. **POLICIES:** L. Daugherty made a presentation on Intellectual Freedom and Censorship issues, with the aid of an ALA video. A short discussion followed. M. Lawyer moved to accept the Material Selection Policy as amended, with a change under *Criteria For Selection* from "popular demand" to "patron interest" and a change under *Building The Collection* to add at the end of the first sentence "and recreation", and to accept the Meeting Room Policy as presented. M. L. Casey seconded the motion. Motion passed.
6. **Y.A. PROGRAMMING:** The Board suggested that the Youth Services' Specialist present a program on *How To Use The Library/What The Library Has To Offer* for young adults. It was also suggested that each library have pencils and scrap paper at the OPAC stations for patron use.

7. NOMINATING COMMITTEE: The current Board Officers were slated by the nominating committee to serve in the same capacity for 1996. Election will be held at the December meeting.

8. DIRECTOR'S REPORT: The DeMotte Friends are purchasing a 7 slot CD-ROM Tower for the Children's Room and are considering buying a computer workstation for the workroom at the DeMotte Library.

Increase in revenues generated from the Long Overdue Letters was noted.

Because circulation statistics have been down in recent months, it is suspected that the automated system is not counting accurately (possibly omitting renewals). Therefore, we may ask each library to count circulation manually for one day and then compare to the Galaxy statistics. If there seems to be a problem, Gaylord will be contacted immediately.

NILBA Dinner will be hosted by Hammond Public Library on November 29th at the Olympia Plaza. Contact L. Daugherty with your entree selections and reservations no later than Friday, Nov. 17th, if you plan on attending.

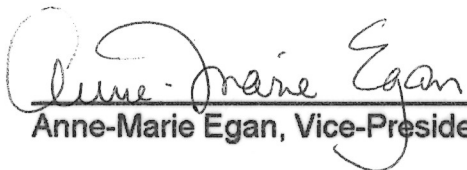
ILF Focus surveys should be returned before Dec.1st to the Director.

9. FUTURE AGENDAS:

- A. Add sidewalk from blacktop area on the north to adjoining sidewalks at Wheatfield Library.
- B. Study Wheatfield Library's size in relation to community growth in 1996.

With no other business, the meeting was adjourned at 8:57 pm on a motion by W. Doty, seconded by M. Lawyer.

Attest: Barbara Leestma, Secretary



Anne-Marie Egan, Vice-President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM			
	Added		Withdraw		CIRC- ULA- TION	Added		Withdraw		CIRC- ULA- TION	Added		Withdraw		CIRC- ULA- TION	TOTAL: CIRCULA- TION			
	V	T	V	T		V	T	V	T		V	T	V	T					
	O	I	O	I		O	I	O	I		O	I	O	I					
	L	T	L	T		L	T	L	T		L	T	L	T					
	U	L	U	L		U	L	U	L		U	L	U	L					
	M	E	M	E		M	E	M	E		M	E	M	E					
	E	S	E	S		E	S	E	S		E	S	E	S					
November 1995			S			S		S			S		S						
XX																			
ADULT BOOKS																			
Fiction	52	52			1714	105	104	0	0	2269	75	75			717	4700			
Nonfiction	78	75			1534	83	78			1748	45	41			778	4060			
CHILDREN'S BKS																			
Fiction	75	70			2154	60	59			2395	71	71			743	5292			
Nonfiction	33	33			733	33	32			968	11	11			305	2006			
MAGAZINES, ADT																			
					832					502					329	1663			
MAGAZINES, CH					42					20					26	88			
GRAPHIC MAT'L																			
					4					17					10	31			
MICROFORMS																			
																0			
SOUND RE/ADUL	12	12	0	0	286	4	4			444	12	12			228	958			
SOUND REC., CH	6	6			52	2	2			127	0	0			43	222			
CD ROM SOFTWF	0	0				0	0				0	0				0			
SOFTWARE																0			
VERTICAL FILE					188	42	42			102					9	299			
VHS	27	27			588	20	13	0	0	931	12	12	0	0	450	1969			
EQUIPMENT					3					5					0	8			
TOTAL	283	275	0	0	8130	349	334	0	0	9528	226	222	0	0	3638	21296			
XX																			
PERCENT INCREASE/DECREASE					-5.8%					2.0%					-9.8%				
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD				
Total Materials Owned					32733					46670					24332				
Total Titles Owned					30643					42939					22225				
Daily Avg Circulation					325					381					146				
XX																			
MONTHLY SYSTEM STATISTICS					1994					1995					% change				
Circulation					21972					21296					-3%				
Jan. to date circulation					237052					234429					-1%				

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
November 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5791	6059	2409	14259
Added this month	189	264	60	513
Withdrew this month	124	179	13	316
Total registered	5856	6144	2456	14456
Non-resident, paying	30	39	1	70
PLAC card users	0	4	0	4
Reciprocal borrowers	123	59	6	188
XX				
INTRALIBRARY LOANS FILLED	154	206	60	420
LOCAL HISTORY				
In person	8	12		20
Letters written		4		4
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	19	101	50	170
Computer software used	19	114	68	201
VCR Use	2	5	1	8
Microforms		87		87
CD ROM software used	19	44	9	72
Public use of FAX service	7	18	12	37
Typewriter use	4	7	11	22
Other equipment used		2		2
OTHER LIBRARY SERVICES USED				
Walking book visits		5		5
Notarized documents	2	2		4
Meeting Room Use (number of groups)	27	37	21	85
Study room use	12	24		36
Ref book/vf copies made	21	97	33	151
XX				
INTERLIBRARY LOANS				
Requests made for:	49	48	15	112
Items rec'd for:	35	51	11	97
Items outstanding:	14	-3	4	15
Items from Indiana libraries	28	29	10	67
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
---------	--------

[illegible]

ADULT BOOKS
Fiction
Nonfiction

CHILDREN'S BKS
Fiction
Nonfiction

0 0 0 0 0 0 0 0 0 0 MICROFORMS

SOUND REC,ADULT
SOUND REC., CH
CD ROM SOFTWARE
SOFTWARE
VERTICAL FILE
VHS
EQUIPMENT

TOTAL

[illegible]

CIRCULATION BY PATRON CODE
Nov. 1995

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	918	12.4%	1091	12.4%	454	13.1%	2463	12.5%
Adult Female (1)	4233	57.2%	4110	46.6%	1945	56.0%	10288	52.2%
Juvenile 0-11 (2)	995	13.5%	1708	19.4%	518	14.9%	3221	16.4%
YA 12-17 (3)	476	6.4%	605	6.9%	342	9.8%	1423	7.2%
Nonresident No Fee (4)	81	1.1%	252	2.9%	13	0.4%	346	1.8%
Board/Staff (5)	348	4.7%	426	4.8%	196	5.6%	970	4.9%
School (6)	0	0.0%	134	1.5%	0	0.0%	134	0.7%
St. Joseph College (7)	0	0.0%	63	0.7%	0	0.0%	63	0.3%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	148	2.0%	175	2.0%	0	0.0%	323	1.6%
Corporate (10)	0	0.0%	113	1.3%	0	0.0%	113	0.6%
Reciprocal (11)	198	2.7%	149	1.7%	7	0.2%	354	1.8%
Total	7397		8826		3475		19698	
Total items borrowed by nonresidents	427	5.8%	773	8.8%	20	0.6%	1220	6.2%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
November 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	15	20	5	40
Number attending	391	229	82	702
YA Programs (14-17)				0
Number attending				0
Adult Programs	3	10		13
Number attending	45	515	9	569
Senior Citizen Programs	1			1
Number attending	20	29		49
TOTAL NO. OF PROGRAMS	19	30	5	54
TOTAL PERSONS ATTENDING	456	773	91	1320

Salary Changes -December 1995

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	
Bachman, Carol	Specialist 2	\$8.08	\$16,806.40	40	R	Res. 12/11/95
Eierman, Paulette	Lib Asst 2	\$6.49	\$7,061.12	40	W	Left 12/6/95
Eisele, Julie	Lib. Asst 2	\$7.29	\$10,901.80	40	R	
Opolski, Diane	Lib. Asst 1	\$5.50	\$352.00	32	W	Start 12/18/95
Whited, Amber	Lib. Asst 1	\$6.24	\$7,887.36	32	W	
Woods, Peggy	Tech. Serv. I	\$7.71	\$12,600.60	40	R	
Rusher, Lisa	Lib. Asst 1	\$5.50	\$2,677.50	35	R	

Explanation: : Polly Eireman is no longer employed at the Wheatfield Library. In her place, Diana has hired a long time volunteer at the DeMotte Library, Diane Opolski (yes, a third Diane/Diana for the library. But, as Diana said, it would be foolish to pass over an excellent choice simply because of her name.) Polly's job was a 40 hour per week job. Diane will work only 32 hours per week. Amber will move from 24 hours per week to 32 hours per week.

Carol Bachman, our Systems Administrator/Technical Services Specialist, has left to take a job working for Cathy at St. Joseph College Library, where she and her children will have free college tuition. We were very sorry to see her go. Peggy Woods, former Technical Services Assistant II, will take her place as Technical Services Specialist I. Yvonne will take on the Systems Administrator tasks. Julie Eisele, former Public Services Assistant I, will take the Technical Services Assistant II position. She will serve as Yvonne's main back-up for system administration, learning the ins and outs of the system as Yvonne does. Lisa Rusher, presently Circulation Desk Clerk, will take Julie's position as Public Services Assistant I. We are presently advertising for a new Circulation Desk Clerk. It's a case of musical chairs, but I think everyone wins and we are very happy with the new arrangement.

Diane-Paine Egan
Margaret Egan
Richard D. Doty
Robert Souza

Margaret Egan
Miriam Souza



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

December 18, 1995

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
1.22 Unemployment Compensation	\$ 1421.83	1.24 Employer's Contrib.-Ins.	\$ 1421.83
2.31 Building materials/supplies	\$ 41.89	2.33 Repair Parts	\$ 41.89
3.31 Advertising & Public Notices	\$ 192.39	3.32 Other Printing	\$ 192.39
3.61 Building & Structures	\$12319.99	3.51 Gas	\$12323.39
3.72 Equipment-Rental	\$ 3.40		
3.98 Maintenance Contracts	\$ 1468.61	3.95 Service Contracts	\$ 1468.61
TOTAL	\$15448.11	TOTAL	\$15448.11

Bene-Mare Egan
Joseph C. Co
Reginald D. Doty
Robert Souza

Margaret Hohner
Miriam Sawyer

MEMORANDUM

Board Meeting Date Changes

Summary: Mary Duggleby has been appointed by the County Commissioners to replace Miriam Lawyer on the Library Board. The Board agreed at the November meeting that if she were appointed, they would be happy to change board meeting to Tuesday to accommodate her school schedule. We have not yet notified the newspapers of the board meeting dates for next year, as prescribed by law. It would be helpful if the Board would vote *now* to change September - December board meetings to the second Tuesday evening of each month (third Tuesday in December). Then we will eliminate having to notify newspapers a second time later in the year.

Next Step(s). The Board must vote to change the meeting nights and the bylaws

Vote: 1. The Board must vote to change September through December board meetings from Monday nights to Tuesday nights.

2. The Board must vote to change the bylaws. I recommend the following:

From:

Section 2 Meetings. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 20-14-2-6.

Section 3 Regular monthly meetings. The regular monthly meeting will be held at 7:00 pm on the second Monday of each month, except that in January and December the meeting will be held on the third Monday. Ten meetings will be held at the Rensselaer Library and one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually.

To:

Section 2 Meetings. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 20-14-2-6. Dates, time and places for the coming year will be determined annually in December.

Section 3 Regular monthly meetings. February through November meetings will be held in the second week of the month. The January and December meetings will be held in the third week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library.

MEMORANDUM

Director's Salary: 1996

Summary: The Board must set my salary for 1996 at the December meeting.

Discussion: The salary I have recommended in the budget (\$39,915.20) is a 3.1% increase. I have received a 2.5% to 3% increase each of the preceding 3 years as Director. That does not actually represent an increase in real earning power. The rest of the staff have received considerably higher percentage increases in most years. This year, because of various staff changes we have more money in our Personnel budget than we will be using for present staff. I would not be averse to a larger increase in salary this year.

Next Step(s). You must determine my salary for next year and vote on that at the December board meeting.

MEMORANDUM

Encumbered Fund

Summary: A "dumb" Galaxy terminal went bad at DeMotte. Since we have decided to replace dumb terminals with PC's instead of with more dumb terminals, and since we had equipment funds left in DeMotte's account, we ordered a Gateway 2000 P5-120 computer. We will need to encumber \$2,318.97 of 1995 Operating Fund equipment money for P.O. #3455.

Discussion: A dumb terminal is a computer with no "brain" of its own and can only run the Galaxy system. By replacing it with a PC, it can also run word processing programs (where desired), and can be attached to the Internet and to a CD ROM network. We will begin by putting these PC's at reference desks. Eventually, all terminals in each library will be able to access Internet and CD ROM as well as our online catalog.

Action: The Board needs to vote to approve encumbering funds from the Operating Fund 4.4 for P.O. #3455.

MEMORANDUM

Workshop Attendance

Summary: Rebecca Carden, Rensselaer's new Children's Specialist, is very eager to attend a workshop in Indianapolis on January 3 entitled "Strengthening Your Library Program" presented by Dr. Peggy Sharp, well known for her presentations about children's books and motivating children to read. The program costs \$149 per person.

Discussion: I neglected to put this information in your board packet, but would like you to take action on this matter. Both Michelle, her supervisor, and I feel this would be a very worthwhile program for Rebecca to attend.

Action: Vote to approve allowing Rebecca Carden to attend the Bureau of Education & Research workshop on Strengthening Your Library Program.

JCPL FINANCIAL STATEMENT

NOVEMBER 30, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$160,104.92	\$783,437.30	\$65,437.65	\$781,414.97	\$265,585.11
Investments \$205,000.00						
Public Library Access Card Fund	\$0.00	\$17.00	\$221.00	\$0.00	\$187.00	\$34.00
Gift Fund	\$4,794.34	\$372.00	\$1,347.66	\$129.97	\$3,102.24	\$3,039.76
DeMotte	\$2,362.04	\$72.00	\$561.00	\$0.00	\$1,499.60	\$1,423.44
Rensselaer	\$1,718.02	\$300.00	\$702.16	\$107.31	\$1,498.59	\$921.59
Wheatfield	\$714.28	\$0.00	\$84.50	\$22.66	\$104.05	\$694.73
Bond & Interest Redemption Fund	\$128,832.99	\$0.00	\$302,396.64	\$550.00	\$118,782.50	\$312,447.13
Investments \$242,300.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,115.70	\$0.00	\$1,115.70	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$0.00	\$0.00	\$0.00	\$1,125.00	\$22,728.73
Investments \$2,700.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Construction Fund	\$15,344.67	\$0.00	\$1,605.89	\$0.00	\$6,959.30	\$9,991.26
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$229.99	\$74.85	\$501.93	\$463.36
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$947.49)	\$794.81	\$1,788.22
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$160,493.92	\$1,091,854.18	\$65,244.98	\$913,983.45	\$626,057.03

{CURRENT BANK BALANCES }
 DATE {30 Nov 95}

A1 {BANK ONE CHECKING }	B1 {	152842.07}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	9991.26}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	0.00}
A4 {FIRST OF AMERICA BANK }	B4 {	7009.54}
A5 {DEMOTTE STATE BANK }	B5 {	4078.90}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	608.37}
A7 {NBD BANK, N.A. }	B7 {	496.04}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	1030.85}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	0.00}
A10{CD #7900074936 }	B10{	0.00}
A11{CD #7700834869 }	B11{	0.00}
A12{CD #025211 }	B12{	150000.00}
A13{CD #7700863462 }	B13{	.00}
A14{CD #7700864247 }	B14{	.00}
A15{CD #9100005606 }	B15{	300000.00}

TOTAL	B16{	626057.03}

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 17 Nov 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 SEP 94	001-046-6211999	IN.FEDERAL BA	91 DAYS	100000.00	4.16	140.03	14 JUN 94	1037.15	
13 DEC 94	001-046-6212005	IN. FEDERAL B	182 DAYS	100000.00	4.41	140.03	14 JUN 94	2198.96	
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
28 APR 95	7900074936	FIRST OF ANER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	
10 JUL 95	7700834869	FIRST OF ANER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	1952.87	
15 SEP 95	7700863462	FIRST OF ANER	92 DAY	100000.00	5.68	140.01	15 JUN 95	1416.10	
17 NOV 95	7700864247	FIRST OF ANER	120 DAYS	100000.00	5.75	140.01-02-0	20 JUL 95	1890.41	
--TOTALS--				1000000.00				12360.00	

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 17 Nov 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
15 DEC 95	025211	FIRST FED.SAV	182 DAY	150000.00	5.84	140.01-03	15 JUN 95	.00	
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	140.01-02-0	11/14/95	4240.85	BIRF97300;LIRF2700;OP-200000
--TOTALS--				450000.00				4240.85	

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

28 Nov 95

OPERATING FUND ACNT # DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11 SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	35455.26	3274.74	92%
1.12 SALARY OF ASSISTANTS	381564.00	.00	381564.00	31385.09	329230.12	52333.88	86%
1.13 WAGES OF JANITORS	26819.00	.00	26819.00	2304.00	24285.60	2533.40	91%
1.21 EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2824.09	29755.98	4385.02	87%
1.22 UNEMPLOYMENT COMPENSATION	1240.00	.00	1240.00	.00	2661.83	-1421.83	215%
1.23 EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	21813.45	1404.55	94%
1.24 EMPLOYER'S CONTRIB.- INS.	16319.00	261.45	16580.45	480.00	6815.12	9765.33	41%
1.31 OTHER PERSONAL SERVICES	1500.00	.00	1500.00	156.00	703.83	796.17	47%
2.11 OFFICIAL RECORDS	950.00	.00	950.00	20.70	662.07	287.93	70%
2.12 STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47%
2.13 OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	561.40	3623.17	876.83	81%
2.21 CLEANING & SANITATION SUPPLIES	4000.00	89.95	4089.95	418.42	3153.56	936.39	77%
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	4.05	15.95	20%
2.23 OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	278.85	2477.89	322.11	88%
2.31 BUILDING MATERIALS & SUPPLIES	650.00	.00	650.00	135.80	508.42	141.58	78%
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33 REPAIR PARTS	300.00	.00	300.00	.00	171.79	128.21	57%
2.41 LIBRARY SUPPLIES	4000.00	.00	4000.00	188.67	3220.96	779.04	81%
2.42 AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	3797.89	1202.11	76%
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12 ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13 LEGAL SERVICES	2500.00	.00	2500.00	.00	517.50	1982.50	21%
3.14 OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	.00	342.50	157.50	69%
3.21 TELEPHONE	25000.00	6.60	25006.60	1955.02	20515.92	4490.68	82%
3.22 POSTAGE	7500.00	99.93	7599.93	732.84	5132.08	2467.85	68%
3.23 TRAVELING EXPENSE	4000.00	48.00	4048.00	284.30	3027.05	1020.95	75%
3.24 PROFESSIONAL MEETINGS	6000.00	49.33	6049.33	203.98	3897.93	2151.40	64%
3.25 FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31 ADVERTISING & PUBLIC NOTICES	500.00	.00	500.00	.00	692.39	-192.39	138%
3.32 OTHER PRINTING	500.00	.00	500.00	.00	65.85	434.15	13%
3.41 OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42 OTHER INSURANCE	18000.00	.00	18000.00	47.89	13118.89	4881.11	73%
3.51 GAS	27000.00	.00	27000.00	1120.71	12746.84	14253.16	47%
3.52 ELECTRICITY	57000.00	.00	57000.00	3691.08	43545.37	13454.63	76%
3.53 WATER	1600.00	.00	1600.00	70.90	673.65	926.35	42%
3.54 WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	168.02	1793.47	1406.53	56%
3.61 BUILDING & STRUCTURES	16000.00	6176.50	22176.50	1580.01	28390.05	-6213.55	128%
3.62 EQUIPMENT	4000.00	.00	4000.00	218.15	2029.60	1970.40	51%
3.71 REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72 EQUIPMENT	250.00	.00	250.00	9.95	243.45	6.55	97%
3.81 PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82 INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91 DUES	1800.00	.00	1800.00	999.99	1719.99	80.01	96%
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94 TRANSFER TO LIRF	6000.00	.00	6000.00	.00	.00	6000.00	0%
3.95 SERVICE CONTRACTS	10000.00	.00	10000.00	817.44	7691.03	2308.97	77%
3.96 PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97 INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	250.00	.00	100%
3.98 MAINTENANCE CONTRACTS	35000.00	.00	35000.00	94.00	14030.11	20969.89	40%
4.1 LAND	.00	.00	.00	.00	.00	.00	0%
4.2 BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3 IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4 FURNITURE & EQUIPMENT	12000.00	.00	12000.00	963.44	14516.86	-2516.86	121%
4.51 BOOKS	113000.00	.00	113000.00	7906.22	94244.80	18755.20	83%
4.52 PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	1480.75	29841.78	5200.07	85%
4.53 NONPRINTED MATERIALS	17000.00	19.95	17019.95	1112.48	13764.37	3255.58	81%
-TOTAL-	954071.00	6793.56	960864.56	65437.65	781414.97	179449.59	81%

CHANGES TO APPROPRIATION REPORT
DATE 28 Nov 95

Fund/Account No	Date	Amount	Explanation
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-1.24	12 Oct 95	240.00	REFUND OF PREMIUM FOR M. WOODS
100-2.21	20 Jun 95	89.95	REBATE ON COMET CLEANER-INTROD.O
100-3.21	10 Jul 95	6.60	LONG DISTANCE CALLS-REIMBURSEMEN
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.22	14 Jun 95	19.74	B&T Lease Books Postage Reimburs
100-3.22	12 Oct 95	45.443	B&T LEASE BKS POSTAGE REIMBURSEM
100-3.22	12 Oct 95	-45.443	ERROR ENTRY
100-3.22	12 Oct 95	45.43	B&T LEASE BKS POSTAGE REIMBURSEM
100-3.23	28 Nov 95	48.00	REIMBURSEMENT-LOWELL PUBLIC LIBR
100-3.24	28 Nov 95	49.33	REIMBURSEMENT-LOWELL PUBLIC LIBR
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-3.61	17 Aug 95	511.50	INSURANCE CLAIM ON AIR COND. COM
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO
100-4.53	29 Sep 95	19.95	VIDEO RETURNED FOR REFUND

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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR. ERRO	03589	FIRST OF AMERICA BANK	-5.00	13 NOV 95	COR. VOUCHER #03469-WRONG BA
BANK DEBI	03590	FIRST OF AMERICA BANK	5.00	13 NOV 95	NSF CHECK CHARGE-YVONNE KERK
BANK DEBI	03591	BANK ONE	20.70	13 NOV 95	DEPOSIT SLIPS
TRANSFER	03592	JASPER COUNTY PUBLIC LIBRARY	100000.00	17 NOV 95	CD #7700864247 MATURED
VOID ENTR	03593	JASPER COUNTY PUBLIC LIBRARY	-100000.00	17 NOV 95	ERROR IN FUND APPROP.-VOID V
TRANSFER	03594	JASPER COUNTY PUBLIC LIBRARY	100000.00	17 NOV 95	CD #7700864247 MATURED
COR.ENTRY	03595	JASPER COUNTY PUBLIC LIBRARY	-100000.00	17 NOV 95	WRONG BANK-VOID VOUCHER #359
TRANSFER	03596	JASPER COUNTY PUBLIC LIBRARY	100000.00	17 NOV 95	CD #7700864247 MATURED
004993	03488	BACHMAN, CAROL	554.90	10 NOV 95	PAYROLL
004994	03487	MARLENE BEEDLE	366.40	10 NOV 95	PAYROLL
004995	03500	YVONNE J. BEEVER	734.03	10 NOV 95	PAYROLL
004996	03507	BELSTRA, COURTNEY B.	82.22	10 NOV 95	PAYROLL
004997	03504	AMY A. BROWN	52.33	10 NOV 95	PAYROLL
004998	03480	GLENDA BROWN	560.47	10 NOV 95	PAYROLL
004999	03505	REBECCA S. CARDEN	529.69	10 NOV 95	PAYROLL
005000	03483	RENEE CARR	433.99	10 NOV 95	PAYROLL
005001	03482	LYNN DAUGHERTY	1067.73	10 NOV 95	PAYROLL
005002	03508	KIMBERLY DELGER	65.17	10 NOV 95	PAYROLL
005003	03502	PAULETTE EIERMAN	412.12	10 NOV 95	PAYROLL
005004	03486	JULIE EISELE	361.56	10 NOV 95	PAYROLL
005005	03474	CHARLOTTE FAGEN	612.09	10 NOV 95	PAYROLL
005006	03497	MOLLY A. GATLIN	96.44	10 NOV 95	PAYROLL
005007	03509	HEEKE, MICHELLE M.	825.71	10 NOV 95	PAYROLL
005008	03501	HEATHER A. HOPP	111.51	10 NOV 95	PAYROLL
005009	03485	ROSE E. HOWARD	587.30	10 NOV 95	PAYROLL
005010	03489	GAIL M. JUNG	583.45	10 NOV 95	PAYROLL
005011	03499	ANGELA M. KARCH	107.16	10 NOV 95	PAYROLL
005012	03481	DIANA KOBY	537.17	10 NOV 95	PAYROLL
005013	03477	JOAN KOPANDA	445.75	10 NOV 95	PAYROLL
005014	03478	KROS, DIANE	499.04	10 NOV 95	PAYROLL
005015	03491	SHARON K. LEWIS	68.20	10 NOV 95	PAYROLL
005016	03496	LOEHRER, KAREN L.	412.78	10 NOV 95	PAYROLL
005017	03479	BONNIE POWELL	401.12	10 NOV 95	PAYROLL
005018	03503	ANNETTE M. PRATT	144.32	10 NOV 95	PAYROLL
005019	03506	LISA RUSHER	336.62	10 NOV 95	PAYROLL
005020	03475	SHARON SCHULENBERG	539.33	10 NOV 95	PAYROLL
005021	03492	LYNN M. STALBAUM	61.93	10 NOV 95	PAYROLL
005022	03494	JACK STANDISH	381.76	10 NOV 95	PAYROLL
005023	03476	JILL TACHIRIS	518.03	10 NOV 95	PAYROLL
005024	03498	ELAINE WALING	100.17	10 NOV 95	PAYROLL
005025	03490	WEBSTER, RACHAEL D.	154.24	10 NOV 95	PAYROLL
005026	03484	WHITED, AMBER	229.56	10 NOV 95	PAYROLL
005027	03495	MARGARET M. WOODS	510.78	10 NOV 95	PAYROLL
005028	03493	LEANNE YORK	737.15	10 NOV 95	PAYROLL
005029	03612	BACHMAN, CAROL	509.68	24 NOV 95	PAYROLL
005030	03611	MARLENE BEEDLE	366.40	24 NOV 95	PAYROLL
005031	03624	YVONNE J. BEEVER	734.03	24 NOV 95	PAYROLL
005032	03631	BELSTRA, COURTNEY B.	82.22	24 NOV 95	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005033	03628	AMY A. BROWN	98.37	24 NOV 95	PAYROLL
005034	03603	GLENDIA BROWN	517.11	24 NOV 95	PAYROLL
005035	03629	REBECCA S. CARDEN	529.69	24 NOV 95	PAYROLL
005036	03607	RENEE CARR	352.40	24 NOV 95	PAYROLL
005037	03606	LYNN DAUGHERTY	1067.73	24 NOV 95	PAYROLL
005038	03632	KIMBERLY DELGER	80.99	24 NOV 95	PAYROLL
005039	03626	PAULETTE EIERMAN	375.80	24 NOV 95	PAYROLL
005040	03610	JULIE EISELE	332.23	24 NOV 95	PAYROLL
005041	03597	CHARLOTTE FAGEN	612.09	24 NOV 95	PAYROLL
005042	03621	MOLLY A. GATLIN	77.39	24 NOV 95	PAYROLL
005043	03633	HEEKE, MICHELLE M.	825.71	24 NOV 95	PAYROLL
005044	03625	HEATHER A. HOPP	47.21	24 NOV 95	PAYROLL
005045	03609	ROSE E. HOWARD	534.79	24 NOV 95	PAYROLL
005046	03613	GAIL M. JUNG	583.45	24 NOV 95	PAYROLL
005047	03623	ANGELA M. KARCH	90.76	24 NOV 95	PAYROLL
005048	03604	DIANA KOBY	537.17	24 NOV 95	PAYROLL
005049	03600	JOAN KOPANDA	348.94	24 NOV 95	PAYROLL
005050	03601	KROS, DIANE	499.04	24 NOV 95	PAYROLL
005051	03615	SHARON K. LEWIS	81.85	24 NOV 95	PAYROLL
005052	03620	LOEHRER, KAREN L.	254.50	24 NOV 95	PAYROLL
005053	03602	BONNIE POWELL	371.13	24 NOV 95	PAYROLL
005054	03627	ANNETTE M. PRATT	132.44	24 NOV 95	PAYROLL
005055	03630	LISA RUSHER	309.64	24 NOV 95	PAYROLL
005056	03598	SHARON SCHULENBERG	446.21	24 NOV 95	PAYROLL
005057	03605	EILEEN SPURGEON	14.13	24 NOV 95	PAYROLL
005058	03616	LYNN M. STALBAUM	77.39	24 NOV 95	PAYROLL
005059	03618	JACK STANDISH	346.03	24 NOV 95	PAYROLL
005060	03599	JILL TACHTIRIS	563.30	24 NOV 95	PAYROLL
005061	03622	ELAINE WALING	86.98	24 NOV 95	PAYROLL
005062	03614	WEBSTER, RACHAEL D.	129.66	24 NOV 95	PAYROLL
005063	03608	WHITED, AMBER	229.56	24 NOV 95	PAYROLL
005064	03619	MARGARET M. WOODS	474.47	24 NOV 95	PAYROLL
005065	03617	LEANNE YORK	737.15	24 NOV 95	PAYROLL
014307	03510	BANK ONE	4669.76	10 NOV 95	FICA & FED TAXES WITHHELD LE
014308	03512	INDIANA DEFERRED COMPENSATIO	85.00	10 NOV 95	WITHHELD FROM 10 NOV 95 PAYR
014309	03513	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	10 NOV 95	SEWER SERVICE-SEPTEMBER 1995
014310	03514	AA BUILDERS, INC.	45.00	13 NOV 95	DOOR REPAIRS-WHEATFIELD LIB.
014311	03515	ABE MARTIN LODGE	69.70	13 NOV 95	INTELLECTUAL FREEDOM WORKSHO
014312	03516	ACORDIA PERSONAL BENEFITS, I	957.99	13 NOV 95	QTLY PREMIUMS-EIERMAN, JUNG
014313	03517	AMERICAN LIBRARY ASSN	90.50	13 NOV 95	BOOKS
014314	03518	ASSOCIATED LIBRARIES, INC.	482.24	13 NOV 95	BOOKS
014315	03519	AUSTIN BOOK SALES	107.01	13 NOV 95	BOOKS
014316	03520	AVC CORPORATION	94.00	13 NOV 95	FINANCIAL COMPUTER SERV. CON
014317	03521	BAKER & TAYLOR	4206.80	13 NOV 95	BOOKS & VIDEOS & LEASE BOOKS
014318	03522	BAKER & TAYLOR BOOKS	1100.38	13 NOV 95	BOOKS-CONTINUATIONS
014319	03523	BAKER & TAYLOR ENTERTAINMENT	474.59	13 NOV 95	VIDEOS
014320	03524	BANK ONE, INDIANAPOLIS, NA	550.00	13 NOV 95	REGISTAR FEE-9/94-9/95
014321	03525	BARGAINS GALORE	2.97	13 NOV 95	HALLOWEEN DECORATIONS-DEMOTT

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014322	03526	BEN FRANKLIN	127.92	13 NOV 95	VIDEOS, CRAFT SUPPLIES-CH. P
014323	03527	CAREER TRACK INC.	99.00	13 NOV 95	FIRST TIME SUPERVISOR WORKSH
014324	03528	CAROL BACHMAN	30.50	13 NOV 95	MILEAGE
014325	03529	CAVINDER ELEVATORS, INC.	368.90	13 NOV 95	SERVICE CALL-ELEVATOR REPAIR
014326	03530	CD ONE STOP	369.46	13 NOV 95	CD'S
014327	03531	CENTRAL STATES SALES CORPORA	200.40	13 NOV 95	OUTDOOR LIGHT BULBS
014328	03532	CHARLOTTE FAGEN	34.25	13 NOV 95	MILEAGE
014329	03533	CHIVERS NORTH AMERICA	71.45	13 NOV 95	AUDIO BOOK
014330	03534	CONSOLIDATED INSURANCE AGENC	47.89	13 NOV 95	ADDITIONAL COVERAGE-SATELLIT
014331	03535	CROWN COMPUTER	96.75	13 NOV 95	COMPUTER REPAIRS-DEMOTTE LIB
014332	03536	CUSTOM LAWN CARE	70.00	13 NOV 95	MOWING-RENS. LIB.
014333	03537	DEMOTTE OFFICE SUPPLY	7.18	13 NOV 95	VINYL LETTERING-DEM.
014334	03538	DIVERSITY UNIFORMS	6.95	13 NOV 95	NAMETAG
014335	03539	ENTRE COMPUTER CENTER	87.50	13 NOV 95	COMPUTER REPAIR-RENS.
014336	03540	FACTS ON FILE, INC.	1277.15	13 NOV 95	WORLD NEWS DIGEST SUBS.-D.&
014337	03541	FASE'S	35.00	13 NOV 95	REDOUT FOR SOFTNER
014338	03542	FILIP INC.	25.49	13 NOV 95	M-FOLD TOWELS
014339	03543	FAS-TRACK COMPUTER PRODUCTS	49.95	13 NOV 95	WORKS ACADEMIC LICENSE
014340	03544	GAIL JUNG	25.75	13 NOV 95	DEMOTTE PETTY CASH
014341	03545	GAIL JUNG	40.03	13 NOV 95	RENSSELAER PETTY CASH
014342	03546	GLOBAL COMPUTER SUPPLIES	198.73	13 NOV 95	MODEM-WH. LIB.
014343	03547	GROLIER PUBLISHING COMPANY	82.03	13 NOV 95	BOOKS
014344	03548	H. W. WILSON COMPANY	263.00	13 NOV 95	READERS GUIDE-D. & VERT. FIL
014345	03549	HAINES & COMPANY, INC.	162.00	13 NOV 95	NORTHWEST IN. DIRECTORY
014346	03550	HERITAGE OFFICE PRODUCTS, IN	40.84	13 NOV 95	SCISSORS, COR.TAPE, LABELS
014347	03551	HIGHSMITH CO. INC.	714.76	13 NOV 95	CD ROTOR TOWER-8 SHELF-DEMOT
014348	03552	HP PRODUCTS CORP.	289.66	13 NOV 95	KLEENEX, PAPER TOWELS,TP,DEO
014349	03553	INDIANA ASSOC. OF CITIES & T	32.60	13 NOV 95	BOOKS
014350	03554	INDIANA DEPT. OF ENVIRONMENT	60.00	13 NOV 95	BOOKS
014351	03555	INDIANA HISTORICAL SOCIETY	3.75	13 NOV 95	BOOK
014352	03556	INDIANA LIBRARY FEDERATION	999.99	13 NOV 95	MEMBERSHIP-INSTITUTION & BOA
014353	03557	KC CONSTRUCTION SUPPLY CO.	100.80	13 NOV 95	SELF-LEVELING SIDEWALK CAULK
014354	03558	KOLORTECH, INC.	78.45	13 NOV 95	OUTDOOR LIGHT BULBS
014355	03559	LDDS WORLDCOM	984.14	13 NOV 95	DATA LINES & LONG DISTANCE C
014356	03560	LEISURE ARTS	18.90	13 NOV 95	BOOK
014357	03561	LYNN DAUGHERTY	262.83	13 NOV 95	MILEAGE, TECHN.WKSHP,AUDIOCA
014358	03562	MARGE HOHNER	13.00	13 NOV 95	MILEAGE-OCT. BOARD MTG.
014359	03563	MIDWEST VISUAL EQUIPMENT CO.	33.90	13 NOV 95	REPAIRS TO TAPE PLAYER-RENS.
014360	03564	NATIONAL GEOGRAPHIC SOCIETY	13.90	13 NOV 95	BOOK
014361	03565	NORTHWESTERN INDIANA TELEPHO	156.59	13 NOV 95	DEMOTTE-TELEPHONE-NOV.
014362	03566	PEGGY WOODS	9.45	13 NOV 95	MILEAGE & PROF. MEETING
014363	03567	POSTMASTER GENERAL	705.00	13 NOV 95	STAMPS:2000-32's;100-50's;20
014364	03568	QUILL	234.31	13 NOV 95	MOUSE PADS,PENS,MARKERS,LABE
014365	03569	PRECISION CONTROL SYSTEMS, I	223.50	13 NOV 95	REPLACED DAMPER MOTOR-DEMOTT
014366	03570	REED REFERENCE PUBLISHING	335.39	13 NOV 95	SUBJECT GUIDE TO BIP-RENS
014367	03571	RELIABLE EXTERMINATORS, INC.	70.00	13 NOV 95	PEST CONTROL-RENS. LIB.
014368	03572	REVCO D.S., INC.	27.75	13 NOV 95	SUNDAY NEWSPAPERS-SEPT.-DEMO
014369	03573	ROHAN SERVICE AGENCY OF SO.B	459.61	13 NOV 95	A.C. TIME RELAY & 3-PHASE MO

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014370	03574	SECURITY COURIERS CORP.	817.44	13 NOV 95	COURIER SERVICE-10/6 THRU 11
014371	03575	STANDARD & POOR'S CORP.	1172.00	13 NOV 95	INV.PKG FOR LIB.:S&P REGISTE
014372	03576	STOWERS & SON MEATS & GROCER	12.83	13 NOV 95	FALL DEVELOPMENT WORKSHOP SU
014373	03577	T.C.& M., INC.	310.00	13 NOV 95	INSTALLED NEW FLAG POLE LIGH
014374	03578	TEETERS CULLIGAN	39.65	13 NOV 95	WATER & COOLER RENTAL-NOV.
014375	03579	TIME-LIFE EDUCATION	30.36	13 NOV 95	BOOKS
014376	03580	TYSEN'S COUNTRY GROCERY, INC	108.52	13 NOV 95	PLEDGE,BLOO,THE WORKS,ETC; C
014377	03581	UNITED TELEPHONE COMPANY	632.60	13 NOV 95	TELEPHONE-RENS.-NOV.
014378	03583	UPSTART	107.04	13 NOV 95	POSTERS-BOOKMARKS:
014379	03584	VIKING OFFICE PRODUCTS	365.14	13 NOV 95	COLORED COPY PAPER, PENS, MA
014380	03585	VIRGINIA VIS	156.00	13 NOV 95	SUBSTITUTE JANITOR
014381	03586	WAL-MART STORES, INC.	42.36	13 NOV 95	HALLOWEEN SUPPLIES-RENS.CH.P
014382	03587	WALSTRA FINE CUT	33.00	13 NOV 95	LAWN CARE-DEMOTTE
014383	03588	JASPER COUNTY PUBLIC LIBRARY	300000.00	14 NOV 95	TO PURCHASE 90 DAY CD
014384	03634	BANK ONE	4340.95	24 NOV 95	FICA & FED TAX WITHHELD LESS
014385	03635	INDIANA DEFERRED COMPENSATIO	85.00	24 NOV 95	WITHHELD FROM 24 NOV 95 PAYR
014386	03636	INDIANA DEPARTMENT OF REVENU	1529.44	24 NOV 95	STATE & COUNTY TAX WITHHELD
014387	03637	CITY OF RENSSELAER	2022.17	24 NOV 95	RENSSELAER LIB-UTILITIES-OCT
014388	03638	NIPSCO	2917.07	24 NOV 95	UTILITIES-OCT.1995-DEMOTTE &
014389	03639	TOWN OF WHEATFIELD SEWER WOR	41.05	24 NOV 95	SEWAGE-WHEATFIELD-DECEMBER 1
014390	03640	UNITED TELEPHONE COMPANY	158.74	24 NOV 95	TELEPHONE SERVICE-NOV-WHEATF

--TOTAL AMOUNT OF CLAIMS-- 465244.98

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 465244.98. Dated 18 DEC 95.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 1995

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
FINES & FEES.....			\$2,837.42	\$21,159.13
DeMotte	\$1,124.05	\$7,802.19		
Rensselaer	\$1,218.90	\$8,744.01		
Wheatfield	\$494.47	\$4,612.93		
PHOTOCOPIES.....			\$671.77	\$6,318.65
DeMotte	\$261.20	\$2,338.75		
Rensselaer	\$327.92	\$2,957.76		
Wheatfield	\$82.65	\$1,022.14		
CARDS.....			\$110.00	\$738.50
DeMotte	\$35.50	\$272.00		
Rensselaer	\$70.50	\$421.00		
Wheatfield	\$4.00	\$45.50		
INTEREST.....			\$2,277.40	\$13,676.74
TAXES.....			\$154,111.00	\$733,428.50
Property Tax	\$0.00	\$395,050.29		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$27,686.56		
Local Option/Certified Shares	\$140,608.50	\$281,217.00		
Local Option/Property Tax Repl.	\$13,502.50	\$27,005.00		
State Distribution	\$0.00	\$1,664.79		
REFUNDS.....			\$97.33	\$8,115.78
B&T - Book Lease Postage	\$0.00	\$152.78		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg. Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$0.00	\$261.45		
Bldg. Insurance Claims/Refunds	\$0.00	\$6,862.50		
A&R News Agency-Chgo.Trib.Ref.	\$0.00	\$41.85		
Proctor & Gamble-Rebate(Comet)	\$0.00	\$89.95		
K.Garwood-telephone calls	\$0.00	\$6.60		
City Productions-Video Refund	\$0.00	\$19.95		
Children's Museum-Return Postage	\$0.00	\$22.24		
Lowell Lib.-mtg & travel-reimburs	\$97.33	\$97.33		
TOTAL OPERATING FUND RECEIPTS.....			\$160,104.92	\$783,437.30
PLAC FUND.....			\$17.00	\$221.00
GIFT FUNDS.....			\$372.00	\$1,347.66
DeMotte	\$72.00	\$561.00		
Rensselaer	\$300.00	\$702.16		
Wheatfield	\$0.00	\$84.50		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$302,396.64
Property Tax	\$0.00	\$282,054.58		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$19,767.42		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,115.70
LIBRARY IMPROVEMENT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,500.00
CONSTRUCTION FUND.....			\$0.00	\$1,605.89
Interest Earned	\$0.00	\$862.75		
Bldg. Contractor-Reimbursement	\$0.00	\$743.14		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$229.99
TOTAL RECEIPTS - ALL FUNDS.....			\$160,493.92	\$1,091,854.18

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 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 20 Dec 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
VOID CHEC	03641	ABE MARTIN LODGE	-69.70	01 DEC 95	VOID CHECK #014311 & VOUCHER
COR.ENTRY	03763	BAKER & TAYLOR	-8436.86	18 DEC 95	CORRECT VOUCHER #03695
TRANSFER	03765	JASPER COUNTY PUBLIC LIBRARY	150000.00	15 DEC 95	CD #025211 MATURED
005066	03658	BACHMAN, CAROL	509.68	08 DEC 95	PAYROLL
005067	03657	MARLENE BEEDLE	366.40	08 DEC 95	PAYROLL
005068	03670	YVONNE J. BEEVER	765.31	08 DEC 95	PAYROLL
005069	03677	BELSTRA, COURTNEY B.	52.33	08 DEC 95	PAYROLL
005070	03674	AMY A. BROWN	33.65	08 DEC 95	PAYROLL
005071	03649	GLENDA BROWN	517.11	08 DEC 95	PAYROLL
005072	03675	REBECCA S. CARDEN	529.69	08 DEC 95	PAYROLL
005073	03653	RENEE CARR	393.20	08 DEC 95	PAYROLL
005074	03652	LYNN DAUGHERTY	1067.73	08 DEC 95	PAYROLL
005075	03678	KIMBERLY DELGER	65.17	08 DEC 95	PAYROLL
005076	03672	PAULETTE EIERMAN	133.52	08 DEC 95	PAYROLL
005077	03656	JULIE EISELE	332.23	08 DEC 95	PAYROLL
005078	03643	CHARLOTTE FAGEN	612.09	08 DEC 95	PAYROLL
005079	03667	MOLLY A. GATLIN	99.66	08 DEC 95	PAYROLL
005080	03679	HEEKE, MICHELLE M.	825.71	08 DEC 95	PAYROLL
005081	03671	HEATHER A. HOPP	92.59	08 DEC 95	PAYROLL
005082	03655	ROSE E. HOWARD	558.12	08 DEC 95	PAYROLL
005083	03659	GAIL M. JUNG	583.45	08 DEC 95	PAYROLL
005084	03669	ANGELA M. KARCH	96.18	08 DEC 95	PAYROLL
005085	03650	DIANA KOODY	537.17	08 DEC 95	PAYROLL
005086	03646	JOAN KOPANDA	402.71	08 DEC 95	PAYROLL
005087	03647	KROS, DIANE	499.04	08 DEC 95	PAYROLL
005088	03661	SHARON K. LEWIS	81.85	08 DEC 95	PAYROLL
005089	03666	LOEHRER, KAREN L.	412.78	08 DEC 95	PAYROLL
005090	03648	BONNIE POWELL	371.13	08 DEC 95	PAYROLL
005091	03673	ANNETTE M. PRATT	107.70	08 DEC 95	PAYROLL
005092	03676	LISA RUSHER	309.64	08 DEC 95	PAYROLL
005093	03644	SHARON SCHULENBERG	546.00	08 DEC 95	PAYROLL
005094	03651	EILEEN SPURGEON	79.13	08 DEC 95	PAYROLL
005095	03662	LYNN M. STALBAUM	77.39	08 DEC 95	PAYROLL
005096	03664	JACK STANDISH	343.49	08 DEC 95	PAYROLL
005097	03645	JILL TACHTIRIS	472.77	08 DEC 95	PAYROLL
005098	03668	ELAINE WALING	59.88	08 DEC 95	PAYROLL
005099	03660	WEBSTER, RACHAEL D.	149.32	08 DEC 95	PAYROLL
005100	03654	WHITED, AMBER	299.41	08 DEC 95	PAYROLL
005101	03665	MARGARET M. WOODS	474.47	08 DEC 95	PAYROLL
005102	03663	LEANNE YORK	737.15	08 DEC 95	PAYROLL
005103	03781	BACHMAN, CAROL	266.22	22 DEC 95	PAYROLL
005103	03816	BACHMAN, CAROL	266.22	22 DEC 95	PAYROLL
005103	03853	CORRECT-PAYROLL VOUCHERS 12/	-266.22	22 DEC 95	VOID VOUCHER #03781-PAYROLL-
005104	03780	MARLENE BEEDLE	366.40	22 DEC 95	PAYROLL
005104	03815	MARLENE BEEDLE	366.40	22 DEC 95	PAYROLL
005104	03852	CORRECT-PAYROLL VOUCHERS 12/	-366.40	22 DEC 95	VOID VOUCHER #03780-PAYROLL-
005105	03793	YVONNE J. BEEVER	734.02	22 DEC 95	PAYROLL
005105	03828	YVONNE J. BEEVER	734.02	22 DEC 95	PAYROLL

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

20 Dec 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005105	03868	CORRECT-PAYROLL VOUCHERS 12/	-734.02	22 DEC 95	VOID VOUCHER #03793-PAYROLL-
005106	03799	BELSTRA, COURTNEY B.	74.76	22 DEC 95	PAYROLL
005106	03834	BELSTRA, COURTNEY B.	74.76	22 DEC 95	PAYROLL
005106	03874	CORRECT-PAYROLL VOUCHERS 12/	-74.76	22 DEC 95	VOID VOUCHER #03799-PAYROLL-
005107	03796	AMY A. BROWN	71.01	22 DEC 95	PAYROLL
005107	03831	AMY A. BROWN	71.01	22 DEC 95	PAYROLL
005107	03871	CORRECT-PAYROLL VOUCHERS 12/	-71.01	22 DEC 95	VOID VOUCHER #03796-PAYROLL-
005108	03772	GLENDA BROWN	517.11	22 DEC 95	PAYROLL
005108	03807	GLENDA BROWN	517.11	22 DEC 95	PAYROLL
005108	03843	CORRECT-PAYROLL VOUCHERS 12/	-517.11	22 DEC 95	VOID VOUCHER #03772-PAYROLL-
005109	03797	REBECCA S. CARDEN	529.69	22 DEC 95	PAYROLL
005109	03832	REBECCA S. CARDEN	529.69	22 DEC 95	PAYROLL
005109	03872	CORRECT-PAYROLL VOUCHERS 12/	-529.69	22 DEC 95	VOID VOUCHER #03797-PAYROLL-
005110	03776	RENEE CARR	393.20	22 DEC 95	PAYROLL
005110	03811	RENEE CARR	393.20	22 DEC 95	PAYROLL
005110	03847	CORRECT-PAYROLL VOUCHERS 12/	-393.20	22 DEC 95	VOID VOUCHER #03776-PAYROLL-
005111	03775	LYNN DAUGHERTY	1067.73	22 DEC 95	PAYROLL
005111	03810	LYNN DAUGHERTY	1067.73	22 DEC 95	PAYROLL
005111	03846	CORRECT-PAYROLL VOUCHERS 12/	-1067.73	22 DEC 95	VOID VOUCHER #03775-PAYROLL-
005111	03884	CORRECT-PAYROLL VOUCHERS 12/	1067.73	22 DEC 95	CORRECT VOUCHER #03846-DAUGH
005111	03886	CORRECT-PAYROLL VOUCHERS 12/	-1067.73	22 DEC 95	VOID VOUCHER #03775-PAYROLL-
005112	03800	KIMBERLY DELGER	65.17	22 DEC 95	PAYROLL
005112	03835	KIMBERLY DELGER	65.17	22 DEC 95	PAYROLL
005112	03875	CORRECT-PAYROLL VOUCHERS 12/	-65.17	22 DEC 95	VOID VOUCHER #03800-PAYROLL-
005113	03779	JULIE EISELE	332.23	22 DEC 95	PAYROLL
005113	03814	JULIE EISELE	332.23	22 DEC 95	PAYROLL
005113	03851	CORRECT-PAYROLL VOUCHERS 12/	-332.23	22 DEC 95	VOID VOUCHER #03779-PAYROLL-
005114	03766	CHARLOTTE FAGEN	612.09	22 DEC 95	PAYROLL
005114	03801	CHARLOTTE FAGEN	612.09	22 DEC 95	PAYROLL
005114	03837	CORRECT-PAYROLL VOUCHERS 12/	-612.09	22 DEC 95	VOID VOUCHER #03766-PAYROLL-
005115	03790	MOLLY A. GATLIN	85.14	22 DEC 95	PAYROLL
005115	03825	MOLLY A. GATLIN	85.14	22 DEC 95	PAYROLL
005115	03865	CORRECT-PAYROLL VOUCHERS 12/	-85.14	22 DEC 95	VOID VOUCHER #03790-PAYROLL-
005116	03836	HEEKE, MICHELLE M.	825.71	22 DEC 95	PAYROLL
005117	03794	HEATHER A. HOPP	69.91	22 DEC 95	PAYROLL
005117	03829	HEATHER A. HOPP	69.91	22 DEC 95	PAYROLL
005117	03869	CORRECT-PAYROLL VOUCHERS 12/	-69.91	22 DEC 95	VOID VOUCHER #03794-PAYROLL-
005118	03778	ROSE E. HOWARD	493.93	22 DEC 95	PAYROLL
005118	03813	ROSE E. HOWARD	493.93	22 DEC 95	PAYROLL
005118	03850	CORRECT-PAYROLL VOUCHERS 12/	-493.93	22 DEC 95	VOID VOUCHER #03778-PAYROLL-
005118	03889	CORRECT-PAYROLL VOUCHERS 12/	493.93	22 DEC 95	CORRECT VOUCHER #03850-HOWAR
005118	03890	CORRECT-PAYROLL VOUCHERS 12/	-493.93	22 DEC 95	VOID VOUCHER #003778-HOWARD
005119	03782	GAIL M. JUNG	583.45	22 DEC 95	PAYROLL
005119	03817	GAIL M. JUNG	583.45	22 DEC 95	PAYROLL
005119	03854	CORRECT-PAYROLL VOUCHERS 12/	-583.45	22 DEC 95	VOID VOUCHER #03782-PAYROLL-
005120	03792	ANGELA M. KARCH	81.27	22 DEC 95	PAYROLL
005120	03827	ANGELA M. KARCH	81.27	22 DEC 95	PAYROLL
005120	03867	CORRECT-PAYROLL VOUCHERS 12/	-81.27	22 DEC 95	VOID VOUCHER #03792-PAYROLL-

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005121	03773	DIANA KOBY	537.17	22 DEC 95	PAYROLL
005121	03808	DIANA KOBY	537.17	22 DEC 95	PAYROLL
005121	03844	CORRECT-PAYROLL VOUCHERS 12/	-537.17	22 DEC 95	VOID VOUCHER #03773-PAYROLL-
005122	03769	JOAN KOPANDA	359.70	22 DEC 95	PAYROLL
005122	03804	JOAN KOPANDA	359.70	22 DEC 95	PAYROLL
005122	03840	CORRECT-PAYROLL VOUCHERS 12/	-359.70	22 DEC 95	VOID VOUCHER #03769-PAYROLL-
005123	03770	KROS, DIANE	499.04	22 DEC 95	PAYROLL
005123	03805	KROS, DIANE	499.04	22 DEC 95	PAYROLL
005123	03841	CORRECT-PAYROLL VOUCHERS 12/	-499.04	22 DEC 95	VOID VOUCHER #03770-PAYROLL-
005124	03784	SHARON K. LEWIS	54.56	22 DEC 95	PAYROLL
005124	03819	SHARON K. LEWIS	54.56	22 DEC 95	PAYROLL
005124	03856	CORRECT-PAYROLL VOUCHERS 12/	-54.56	22 DEC 95	VOID VOUCHER #03784-PAYROLL-
005125	03789	LOEHRER, KAREN L.	381.43	22 DEC 95	PAYROLL
005125	03824	LOEHRER, KAREN L.	381.43	22 DEC 95	PAYROLL
005125	03861	CORRECT-PAYROLL VOUCHERS 12/	-381.43	22 DEC 95	VOID VOUCHER #03789-PAYROLL-
005126	03771	BONNIE POWELL	371.13	22 DEC 95	PAYROLL
005126	03806	BONNIE POWELL	371.13	22 DEC 95	PAYROLL
005126	03842	CORRECT-PAYROLL VOUCHERS 12/	-371.13	22 DEC 95	VOID VOUCHER #03771-PAYROLL-
005127	03795	ANNETTE M. PRATT	127.15	22 DEC 95	PAYROLL
005127	03830	ANNETTE M. PRATT	127.15	22 DEC 95	PAYROLL
005127	03870	CORRECT-PAYROLL VOUCHERS 12/	-127.15	22 DEC 95	VOID VOUCHER #03795-PAYROLL-
005128	03798	LISA RUSHER	309.64	22 DEC 95	PAYROLL
005128	03833	LISA RUSHER	309.64	22 DEC 95	PAYROLL
005128	03873	CORRECT-PAYROLL VOUCHERS 12/	-309.64	22 DEC 95	VOID VOUCHER #03798-PAYROLL-
005129	03767	SHARON SCHULENBERG	486.13	22 DEC 95	PAYROLL
005129	03802	SHARON SCHULENBERG	486.13	22 DEC 95	PAYROLL
005129	03838	CORRECT-PAYROLL VOUCHERS 12/	-486.13	22 DEC 95	VOID VOUCHER #03767-PAYROLL-
005130	03774	EILEEN SPURGEON	56.52	22 DEC 95	PAYROLL
005130	03809	EILEEN SPURGEON	56.52	22 DEC 95	PAYROLL
005130	03845	CORRECT-PAYROLL VOUCHERS 12/	-56.52	22 DEC 95	VOID VOUCHER #03774-PAYROLL-
005131	03785	LYNN M. STALBAUM	50.31	22 DEC 95	PAYROLL
005131	03820	LYNN M. STALBAUM	50.31	22 DEC 95	PAYROLL
005131	03857	CORRECT-PAYROLL VOUCHERS 12/	-50.31	22 DEC 95	VOID VOUCHER #03785-PAYROLL-
005132	03787	JACK STANDISH	325.04	22 DEC 95	PAYROLL
005132	03822	JACK STANDISH	325.04	22 DEC 95	PAYROLL
005132	03859	CORRECT-PAYROLL VOUCHERS 12/	-325.04	22 DEC 95	VOID VOUCHER #03787-PAYROLL-
005132	03887	CORRECT-PAYROLL VOUCHERS 12/	325.04	22 DEC 95	CORRECT VOUCHER #03859-STAND
005132	03888	CORRECT-PAYROLL VOUCHERS 12/	-325.04	22 DEC 95	VOID VOUCHER #03787-PAYROLL-
005133	03768	JILL TACHTIRIS	563.30	22 DEC 95	PAYROLL
005133	03803	JILL TACHTIRIS	563.30	22 DEC 95	PAYROLL
005133	03839	CORRECT-PAYROLL VOUCHERS 12/	-563.30	22 DEC 95	VOID VOUCHER #03768-PAYROLL-
005134	03791	ELAINE WALING	48.27	22 DEC 95	PAYROLL
005134	03826	ELAINE WALING	48.27	22 DEC 95	PAYROLL
005134	03866	CORRECT-PAYROLL VOUCHERS 12/	-48.27	22 DEC 95	VOID VOUCHER #03791-PAYROLL-
005135	03783	WEBSTER, RACHAEL D.	139.50	22 DEC 95	PAYROLL
005135	03818	WEBSTER, RACHAEL D.	139.50	22 DEC 95	PAYROLL
005135	03855	CORRECT-PAYROLL VOUCHERS 12/	-139.50	22 DEC 95	VOID VOUCHER #03783-PAYROLL-
005136	03777	WHITED, AMBER	369.24	22 DEC 95	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005136	03812	WHITED, AMBER	369.24	22 DEC 95	PAYROLL
005136	03848	CORRECT-PAYROLL VOUCHERS 12/	-369.24	22 DEC 95	VOID VOUCHER #03777-PAYROLL-
005137	03788	MARGARET M. WOODS	472.20	22 DEC 95	PAYROLL
005137	03823	MARGARET M. WOODS	472.20	22 DEC 95	PAYROLL
005137	03860	CORRECT-PAYROLL VOUCHERS 12/	-472.20	22 DEC 95	VOID VOUCHER #03788-PAYROLL-
005138	03786	LEANNE YORK	737.15	22 DEC 95	PAYROLL
005138	03821	LEANNE YORK	737.15	22 DEC 95	PAYROLL
005138	03858	CORRECT-PAYROLL VOUCHERS 12/	-737.15	22 DEC 95	VOID VOUCHER #03786-PAYROLL-
014391	03680	BANK ONE	4553.71	08 DEC 95	FICA & FED TAXES WITHHELD LE
014392	03682	INDIANA DEFERRED COMPENSATIO	85.00	08 DEC 95	WITHHELD FROM 08 DEC 95 PAYR
014393	03683	LDDS WORLD COM	894.95	08 DEC 95	DATA LINES & LONG DISTANCE C
014394	03684	NORTHWESTERN INDIANA TELEPHO	140.56	08 DEC 95	DEMOTTE TELEPHONE-DEC. 1995
014395	03685	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	08 DEC 95	DEMOTTE-SEWER-OCTOBER 1995
014396	03686	A.E. BOYCE CO., INC.	21.57	18 DEC 95	TAX FORMS
014397	03687	ABE MARTIN LODGE	60.30	18 DEC 95	INTELLECTUAL FREEDOM WKSHP L
014398	03688	ACE HARDWARE	111.13	18 DEC 95	LYSOL, WORKS CLEANER-DEM.LIB
014399	03689	ACORDIA PERSONAL BENEFITS, I	1063.83	18 DEC 95	QTLY INS. PREMIUMS-HEEKE, LO
014400	03690	AFFORDABLE COMMUNICATIONS	115.00	18 DEC 95	TELEPHONE HANDSET & SERV. CA
014401	03691	ALL-PHASE ELECTRIC SUPPLY CO	103.74	18 DEC 95	BALLAST-OUTDOOR FLOOD
014402	03692	AUDIO EDITIONS	321.95	18 DEC 95	BOOKS ON CASSETTE
014403	03693	AVC CORPORATION	188.00	18 DEC 95	DEC & JAN SERV.AGREEM.-FIN.C
014404	03694	BANK ONE, INDIANAPOLIS, NA	318232.50	18 DEC 95	DEC.BOND PAYMENT-PRINCIPAL &
014405	03695	BAKER & TAYLOR	8436.86	18 DEC 95	BOOKS, GIFT BOOKS, A.V.
014405	03764	BAKER & TAYLOR	8436.86	18 DEC 95	BOOKS, GIFT BOOKS, A.V.
014406	03696	BAKER & TAYLOR BOOKS	1180.60	18 DEC 95	CONTINUATIONS-BOOKS
014407	03697	BAKER & TAYLOR ENTERTAINMENT	173.67	18 DEC 95	VIDEOS
014408	03698	BEN FRANKLIN	104.08	18 DEC 95	VIDEOS, CRAFT ITEMS-DEM.CH.P
014409	03699	BETTY A. HUFF (PAS-TIME BOO	3635.96	18 DEC 95	BOOKS, VIDEOS
014410	03700	CAVINDER ELEVATORS, INC.	1525.00	18 DEC 95	ELEVATOR REPAIRS
014411	03701	CD ONE STOP	211.78	18 DEC 95	CD's
014412	03702	CHARLOTTE FAGEN	13.00	18 DEC 95	MILEAGE
014413	03703	CUSTOM LAWN CARE	90.00	18 DEC 95	YARD MTNCE & SNOW REMOVAL-RE
014414	03704	DEMCO	783.84	18 DEC 95	BROWSER PAKS,PARKING SIGN,BK
014415	03705	DIANA KOOY	57.84	18 DEC 95	INTERNET SERV.,LEASE BOOK PO
014416	03707	DISCOUNT WIRING MATERIALS, I	107.10	18 DEC 95	FLUORESCENT BULBS
014417	03708	DUMAS & MORIARTY	180.00	18 DEC 95	LEGAL CONSULTATIONS-OCTOBER
014418	03709	EBSCO SUBSCRIPTION SERVICES	54.00	18 DEC 95	SUBSC.TO SATLINK EDUCATIONAL
014419	03710	ENTRE COMPUTER CENTER	496.00	18 DEC 95	CD-ROM QUAD SPEED DRIVE-RENS
014420	03711	FACTS ON FILE, INC.	23.21	18 DEC 95	BOOKS
014421	03712	FASE'S	52.50	18 DEC 95	REDOUT FOR SOFTNER-DEM.
014422	03713	FISHER ASSOCIATED SIGN & POS	27.23	18 DEC 95	OUTDOOR POST FOR HANDICAP SI
014423	03714	GAIL JUNG	49.59	18 DEC 95	RENS. PETTY CASH: POSTAGE,FI
014424	03715	GAIL JUNG	177.39	18 DEC 95	BOOK LEASE POSTAGE, MILEAGE,
014425	03716	GAYLORD BROS.	20244.00	18 DEC 95	HARDWARE MTNCE CONTRACT & MA
014426	03717	GOODWIN FIRE EQUIPMENT	65.45	18 DEC 95	FIRE EXTINGUISHER SEMI-ANNUA
014427	03718	HANSEN'S SNOW REMOVAL	100.00	18 DEC 95	SNOW REMOVAL-DEMOTTE
014428	03719	HERITAGE OFFICE PRODUCTS, IN	36.05	18 DEC 95	TYPEWRITER & COMP.RIBBONS, L
014429	03720	HP PRODUCTS CORP.	616.58	18 DEC 95	ICE MELT, T.P.,LATEX GLOVES,

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

20 Dec 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014430	03721	INDIANA JIM'S LOCKERY	25.00	18 DEC 95	ADJUST DOOR LOCK-DEM. LIB.
014431	03722	INDIANAPOLIS NEWSPAPERS, INC	90.60	18 DEC 95	RENS.SUBSCRIPTION THRU 12/16
014432	03723	INFORMATION ACCESS COMPANY	3000.00	18 DEC 95	BASIC HEALTH REF. SUBSCRIPTI
014433	03724	INFORMATION/REFERENCE GROUP	607.56	18 DEC 95	BOOKS
014434	03725	INFORMATION PLUS	368.21	18 DEC 95	BOOKS
014435	03726	JACK STANDISH	207.01	18 DEC 95	46" TV CABINET
014436	03727	JOURNAL AND COURIER	60.00	18 DEC 95	NEWSPAPER SUBS.12/2/95-5/18/
014437	03728	JOURNEYWORKS PUBLISHING	77.00	18 DEC 95	BROCHURES FOR CHILDREN'S DEP
014438	03729	JUDITH A BARTLETT	26.00	18 DEC 95	CLEANING SERVICES-DEMOTTE LI
014439	03730	LEANNE YORK	82.50	18 DEC 95	MILEAGE, INTERNET ACCESS
014440	03731	LYNN DAUGHERTY	101.27	18 DEC 95	INCOLSA & BOOKKEEPING WRKSH
014441	03732	NETNITCO	57.25	18 DEC 95	DEC.INTERNET ACCESS-RENS,DEM
014442	03733	NIPSCO	730.32	18 DEC 95	WHEATFIELD-NOV. UTILITIES
014443	03734	PERMA-BOUND	527.86	18 DEC 95	BOOKS
014444	03735	PHILIP N. HOWARD	75.00	18 DEC 95	LAWN CARE-WHEATFIELD
014445	03736	POSTMASTER GENERAL	410.00	18 DEC 95	STAMPS: 50 CENT-100;\$1-40;32
014446	03737	RANDY KOOS	93.75	18 DEC 95	INSTALLED COMPUTER SOFTWARE-
014447	03738	REBECCA CARDEN	89.50	18 DEC 95	MILEAGE
014448	03739	RECORDED BOOKS INC.	208.30	18 DEC 95	BOOKS ON CASSETTE
014449	03740	REED REFERENCE PUBLISHING	482.84	18 DEC 95	BIP 1995-1996
014450	03741	REGENT BOOK CO., INC.	60.56	18 DEC 95	BOOKS
014451	03742	RESCO D.S., INC.	13.00	18 DEC 95	SUNDAY PAPERS-DEM.
014452	03743	ROBERT SOUZA	19.12	18 DEC 95	STATIONERY & ENVELOPES
014453	03744	RON MC ATEE	35.00	18 DEC 95	INSTALLED CD-ROM-RENS.
014454	03745	ROHAN SERVICE AGENCY OF SO.B	3930.83	18 DEC 95	BOILER REPAIRS-DEM.; AIR CON
014455	03746	SCHULTZ TV & ELECTRONICS	9.99	18 DEC 95	MODEM CORD-WH.
014456	03747	SECURITY COURIERS CORP.	817.44	18 DEC 95	COURIER SERVICE-11/10 TO 12/
014457	03749	SIMPLEX TIME RECORDER CO.	2006.50	18 DEC 95	ANNUAL MTNCE. CONTRACT-3 LIB
014458	03750	T.C.& M., INC.	297.61	18 DEC 95	BREAKER TRIPPING, TRANSFORMER
014459	03751	TEETERS CULLIGAN	9.95	18 DEC 95	DEC. COOLER RENTAL-WH.
014460	03752	TIME WARNER VIEWER'S EDGE	35.90	18 DEC 95	VIDEO
014461	03753	TIME-LIFE EDUCATION	139.11	18 DEC 95	BOOKS
014462	03754	TYSEN'S COUNTRY GROCERY, INC	7.58	18 DEC 95	SUPPLIES-CHILDREN'S PROGRAMS
014463	03755	UNITED SUPPLY CO. INC.	38.75	18 DEC 95	MARKERS
014464	03756	UNITED TELEPHONE COMPANY	629.44	18 DEC 95	TELEPHONE-RENS. DEC 1995
014465	03758	VIKING OFFICE PRODUCTS	310.69	18 DEC 95	COMP. & TYPEW. RIBBONS, COPY
014466	03759	WAL-MART STORES, INC.	31.16	18 DEC 95	SUPPLIES-RENS. CHILDREN PROG
014467	03760	WALGREEN'S	14.45	18 DEC 95	FIRST AID & SPILL KITS REPLE
014468	03761	WALSTRA FINE CUT	63.00	18 DEC 95	LAWN CARE-DEMOTTE
014469	03762	AMBER WHITED	5.50	18 DEC 95	MILEAGE
014470	03876	BANK ONE	4241.41	22 DEC 95	FICA & FED TAXES WITHHELD LE
014471	03877	INDIANA DEFERRED COMPENSATIO	85.00	22 DEC 95	WITHHELD FROM 22 DEC 95 PAYR
014472	03878	INDIANA DEPARTMENT OF REVENU	1482.57	22 DEC 95	STATE & COUNTY TAX WITHHELD
014473	03879	ACORDIA PERSONAL BENEFITS, I	427.73	22 DEC 95	QTLY.PREMIUM-BEEVER
014474	03880	CITY OF RENSSELAER	2123.04	22 DEC 95	RENSSELAER-UTILITIES-NOV. 19
014475	03881	NIPSCO	12.59	22 DEC 95	WHEATFIELD-SECURITY LIGHT-NO
014476	03882	TOWN OF WHEATFIELD SEWER WOR	41.05	22 DEC 95	WHEATFIELD-SEWAGE-JANUARY 19
014477	03883	UNITED TELEPHONE COMPANY	157.53	22 DEC 95	WHEATFIELD-PHONE-DEC. 1995

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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 20 Dec 95

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
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--TOTAL AMOUNT OF CLAIMS-- 565322.83

F6g

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 6 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 565322.83. Dated 21 DEC 95.

CIRCULATION BY ITEM FINE CODE
November 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	65	40	25	130
100 (1)	75	88	30	193
200 (2)	54	83	25	162
300 (3)	273	323	118	714
400 (4)	12	11	6	29
500 (5)	55	70	37	162
600 (6)	434	379	226	1039
700 (7)	200	265	121	586
800 (8)	40	61	30	131
900 (9)	163	176	74	413
B (10)	128	131	73	332
j000 (11)	5	29	1	35
j100 (12)	14	19	4	37
j200 (13)	14	18	3	35
j300 (14)	93	97	20	210
j400 (15)	15	4	1	20
j500 (16)	141	234	78	453
j600 (17)	105	99	39	243
j700 (18)	124	240	42	406
j800 (19)	26	29	19	74
j900 (20)	122	128	70	320
jB (21)	74	71	28	173
FIC (22)	982	1401	404	2787
yaFIC (23)	16	112	58	186
LARGE PRINT (24)	42	67	44	153
jFIC (25)	238	523	115	876
jE (26)	1273	1431	513	3217
jER (27)	399	208	60	667
Magazines (28)	832	502	329	1663
Games/Toys (29)	4	15	0	19
Filmstrips (30)	0	2	1	3
Microforms (31)	0	0	0	0
Cassettes (32)	138	151	38	327
jCassettes (33)	49	103	30	182
Compact Discs (34)	147	284	187	618
jCompact Discs (35)	2	5	4	11
Sound Recordings (36)	1	9	3	13
jSound Recordings (37)	1	19	9	29
Software (38)	0	0	0	0
Vertical File (39)	188	102	9	299
Equipment (40)	3	5	0	8
yapFIC (41)	161	208	75	444
jpFIC (42)	244	233	55	532
Reference (43)	35	57	13	105
Genealogy (44)	0	0	0	0
jMagazines (45)	42	20	26	88
VHS (46)	588	931	450	1969
Free reads	513	468	136	1117
Puzzles			9	9
Talking books		13		13
Assignment shelf books		64		64
TOTAL	8130	9528	3638	21296

ACCOPRESS®

25970	YELLOW
25971	BLACK
25972	LIGHT BLUE
25973	DARK BLUE
25974	LIGHT GRAY
25975	LIGHT GREEN
25976	DARK GREEN
25977	TANGERINE
25978	RED
25979	EXECUTIVE RED

GENUINE PRESSBOARD



ACCO INTERNATIONAL INC.
CHICAGO, ILLINOIS 60619

